



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



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



**MONROVIA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

325 E. Huntington Drive Monrovia, California 91016

**BOARD OF EDUCATION CLOSED SESSION
Wednesday, June 25, 2025
6:00 p.m. - Superintendent's Office**

**BOARD OF EDUCATION OPEN SESSION MEETING
Wednesday, June 25, 2025
6:30 p.m. - Board Room**

A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING

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

B. CONVENE BOARD OF EDUCATION CLOSED SESSION

1. 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. Employee Performance Evaluation (Government Code Section 54957)
Title: Superintendent

C. ADJOURN BOARD OF EDUCATION CLOSED SESSION

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

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

3. Roll Call:

Rob Hammond, Board President _____
Maritza Travanti, Board Vice-President _____
Selene Lockerbie, Board Clerk _____
Daniel Gomez Tagle, Board Member _____
Michael Ocon, Board Member _____

Paula Hart Rodas, Ed.D., Superintendent _____
Geoffrey Zamarripa, Ed.D., Asst. Supt., Educational Services _____
Greg Gero, Ph.D., Interim Asst. Supt., Business Services _____
Vanessa Landesfeind, Ed.D., Asst. Supt., Human Resources _____

4. Report out of Closed Session

E. ORDER OF BUSINESS

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

2. Approve the Minutes of the Special Board of Education Meeting on June 5, 2025.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member
Lockerbie____, Board Member Travanti____, Board President Hammond____.
[BM Minutes 06.05.2025.pdf](#)

3. Approve the Minutes of the Regular Board of Education Meeting on June 11, 2025.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member
Lockerbie____, Board Member Travanti____, Board President Hammond____.
[BM Minutes 06.11.2025.pdf](#)

F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education would like to thank Board President Rob Hammond, Tim Carey, Director of Coalition for Literacy, Joe Lourenco, President of A Snail's Pace in Monrovia, and Sharon Naugle VAPA TOSA, for their dedication to the Read to Run Challenge to our third grade students.
2. Board Member Reports
3. Report from the Superintendent

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

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

1. Public Comments for items not on the Agenda - In compliance with the Brown Act,

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

2. Public Comments for items on the Open Session Agenda

H. STAFF PRESENTATIONS

1. CALIFORNIA SCHOOL DASHBOARD LOCAL INDICATORS REPORT

The Board of Education is requested to receive the California School Dashboard Local Indicators Report.

[Dashboard Local Indicators Presentation 2024-25.pdf](#)

2. MEASURE MM UPDATE

The Board of Education is requested to receive the Measure MM update.

[MUSD MM Board Update June 25, 2025.pdf](#)

I. CONSENT AGENDA

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

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

Approval of Consent Agenda:

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member
Lockerbie____, Board Member Travanti____, Board President Hammond_____.

EDUCATIONAL SERVICES

1. 24/25-1123 - STAFFING AGREEMENT WITH RO HEALTH

The Board of Education is requested to approve the Staffing Agreement with Ro Health effective July 1, 2025, through June 30, 2026, for para-educator support, nursing staff, and other special education-related service providers.

[Monrovia USD_2025 Ro Health Staffing Agreement.pdf](#)

2. 24/25-1124 - AGREEMENT WITH THE SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP

The Board of Education is requested to approve an agreement with the San Gabriel Valley Economic Partnership (SGVEP) to support the Career Technical Education grant, effective from July 1, 2025, until June 30, 2026.

[SGVEP Agreement 2025-26](#)

3. 24/25-1125 - AGREEMENT WITH CURRICULUM ASSOCIATES FOR THE i-READY LICENSE

The Board of Education is requested to approve the renewal of the agreement with Curriculum Associates for i-Ready licenses for the district's five elementary schools and

Mountain Park School. This agreement includes professional development for teachers, interventionists, administrators, and instructional coaches during the 2025-26 school year.
[i-Ready with PL Quote 2025-26](#)

4. 24/25-1126 - AGREEMENT WITH CARE SOLACE, INC.

The Board of Education is requested to approve the renewal of an agreement with Care Solace, Inc. for access to the online platform that facilitates community access to local mental health services, effective July 1, 2025, through June 30, 2026.

[Care Solace Agreement 2025-26](#)

5. 24/25-1127 - AGREEMENT WITH HAZEL HEALTH INC. AND TELEHEALTH SERVICES USA

The Board of Education is requested to approve the renewal of the agreement with Hazel Health Inc. and Telehealth Services USA. This agreement will provide telehealth-based professional healthcare services, therapy, and counseling for students in all schools within the Monrovia Unified School District. The agreement will be effective from July 1, 2025, to December 31, 2025.

[Hazel Health Agreement 2025](#)

6. 24/25-1128 - MEMORANDUM OF UNDERSTANDING WITH D'VEAL FAMILY AND YOUTH SERVICES

The Board of Education is requested to approve the renewal of a Memorandum of Understanding with D'Veal Family and Youth Services. This agreement will provide mental health services to identified students in the Monrovia Unified School District from July 1, 2025, through June 30, 2026.

[D'Veal MOU 2025-26](#)

7. 24/25-1129 - AGREEMENT FOR THE PEAR DECK SUBSCRIPTION RENEWAL

The Board of Education is requested to approve an agreement with GoGuardian to renew the Pear Deck license subscription from September 1, 2025, to August 31, 2026.

[Pear Deck - Q-461603](#)

8. 24/25-1130 - AGREEMENT WITH MYSTERY SCIENCE

The Board of Education is requested to approve a two-year agreement with Mystery Science, a program that delivers engaging science lessons and activities. This agreement will facilitate the renewal of membership for the 2025-26 and 2026-27 school years.

[Mystery Science Membership 2025-27](#)

9. 24/25-1131 - BOARD POLICY 5131.9, ACADEMIC HONESTY

The Board of Education is requested to approve Board Policy 5131.9, Academic Honesty as recommended by the California School Boards Association (CSBA).

[BP 5131.9 Academic Honesty - Proposed](#)

10. 24/25-1132 - BOARD POLICY 6163.4, STUDENT USE OF TECHNOLOGY

The Board of Education is requested to approve Board Policy 6163.4, Student Use of Technology as recommended by the California School Boards Association (CSBA).

[BP 6163.4 Student Use of Technology - Proposed](#)

11. 24/25-1133 - BOARD POLICY 5141.52, SUICIDE PREVENTION , AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to approve Board Policy 5141.52, Suicide

Prevention, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

[BP 5141.52 Suicide Prevention - Proposed](#)

[AR 5141.52 Suicide Prevention - Proposed](#)

12. 24/25-1134 - BOARD POLICY 5141.5, MENTAL HEALTH

The Board of Education is requested to approve Board Policy 5141.5, Mental Health as recommended by the California School Boards Association (CSBA).

[BP 5141.5 Mental Health - Proposed](#)

13. 24/25-1135 - BOARD POLICY 5145.13, RESPONSE TO IMMIGRATION ENFORCEMENT, AND ITS ADMINISTRATIVE REGULATION

The Board of Education is requested to approve Board Policy 5145.13, Response to Immigration Enforcement, and its administrative regulation as recommended by the California School Boards Association (CSBA).

[BP 5145.13 Response to Immigration Enforcement - Proposed](#)

[AR 5145.13 Response to Immigration Enforcement - Proposed](#)

14. 24/25-1136 - BOARD POLICY 6142.94, HISTORY SOCIAL SCIENCE INSTRUCTION

The Board of Education is requested to approve Board Policy 6142.94, History Social Science Instruction as recommended by the California School Boards Association (CSBA).

[BP 6142.94 History Social Science Instruction - Proposed](#)

15. 24/25-1137- AGREEMENT FOR TRANSPORTATION SERVICES

The Board of Education is requested to approve an agreement with Jorge's Get Around for school pupil activity and special education student transportation for the 2025-26 school year.

[Jorge's Agreement 2025-26.pdf](#)

16. 24/25-1138 - AGREEMENT WITH RANDOLPH LAW GROUP AND MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve an agreement for legal services between Monrovia Unified School District and Randolph Law Group, Attorneys at Law, for the 2025-26 school year.

17. 24/25-1139 - CONTRACT WITH MUSIC THEATER INTERNATIONAL FOR WILD ROSE SCHOOL OF CREATIVE ARTS MUSICAL "FROZEN, JR."

The Board of Education is requested to approve the contract with Music Theater International (MTI) for the production of "Frozen, Jr." at the Wild Rose School of the Creative Arts for the Fall 2025 musical. This performance will support student development, encourage community engagement, and highlight artistic achievements.

[MTI Proposal - Frozen Jr.](#)

18. 24/25-1140 - AGREEMENT WITH FACTOR PARENT ENGAGEMENT ACADEMY

The Board of Education is requested to approve the renewal of the agreement with the Factor Parent Engagement Academy, which aims to improve students' academic achievement and parent engagement in schools, for the 2025-26 school year.

[Parent Engagement Academy Proposal 2025-26](#)

19. 24/25-1141 - AGREEMENT WITH HATCHING RESULTS

The Board of Education is requested to approve an agreement with Hatching Results for the purpose of providing professional development for counselors and administrators within the Monrovia Unified School District for the 2025-26 school year.

[Hatching Results Agreement 2025-26](#)

20. 24/25-1142 - NON-PUBLIC SCHOOL/AGENCY CONTRACTS

The Board of Education is requested to approve Non-Public School/Agency Master Contracts as detailed in the Master Contract Report for the 2025/2026 school year, beginning July 1st, 2025 through June 30, 2026.

[Master Contracts - Report No. 3.xlsx - Sheet1 \(1\).pdf](#)

21. 24/25-1143 - STAFFING AGREEMENT WITH RCM HEALTH CARE SERVICES

The Board of Education is requested to approve the Staffing Agreement with RCM Health Care Services effective July 1, 2025, through June 30, 2026, for para-educator support, nursing staff, and other special education related service providers.

[Complete_with_Docusign_Monrovia_USD_Contract \(4\) \(1\).pdf](#)

BUSINESS SERVICES

22. 24/25-2129 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify the following: Purchase orders issued in the amount not to exceed \$2,441,985.38 from May 22, 2025, through June 9, 2025; Warrants in the amount of \$1,724,264.95 paid from May 22, 2025, through June 9, 2025; Payroll in the amount of \$5,597,063.56 issued May 22, 2025, through June 9, 2025.

[BAI 2129 Purchase order & Payment of Bills \(a-c\) 6-25-25.pdf](#)

23. 24/25-2130 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts, Deposit Report No. 32-34, deposited May 28-30, 2025, for a total amount of \$2,697,119.10.

[BAI 2130 DEP #32-34_6-25-25.pdf](#)

24. 24/25-2131- ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-15.

[Acceptance of Gifts #2025-15-06-25-25.pdf](#)

25. 24/25-2132 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report No. 15 for the Monrovia Unified School District 2024-25 school year.

[PSA Report No. 15 - June 25, 2025.pdf](#)

26. 24/25-2133 - RENEWAL OF CLASSLINK SUBSCRIPTION

The Board of Education is requested to approve the renewal subscription of ClassLink, Inc. for a one (1) year term from August 1, 2025, through July 31, 2026.

[Classlink renewal 6-25-25.pdf](#)

27. 24/25-2134 - RENEWAL OF FOLLET DESTINY LIBRARY MANAGEMENT SUBSCRIPTION

The Board of Education is requested to approve the renewal subscription of Follet Destiny Library Management for a one (1) year term from August 1, 2025, through July 31, 2026.

[Follet-Monrovia USD \(0438283\) Quote#7870804 - 6-25-25.pdf](#)

28. 24/25-2135 - CONTRACT FOR CONSULTANT SERVICES RELATED TO THE CALIFORNIA SCHOOLS STORM WATER COMPLIANCE GROUP

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

[Contract#C-24959 -Storm Water Com. Monrovia USD 6-25-25 \(pg10\).pdf](#)

29. 24/25-2136 - AUTHORIZATION TO USE STATE BIDS AND PIGGYBACKABLE BIDS FOR THE 2025-2026 FISCAL YEAR

The Board of Education is requested to approve the utilization of the State, City, and other School Districts' piggy-backable bids to purchase equipment and supplies for the District's daily operational needs including but not limited to furniture, transportation, playground, technology, and network, grounds and maintenance, copier and reprographics equipment and supplies.

30. 24/25-2137 - AGREEMENT FOR TRANSPORTATION SERVICES WITH ELITE SCHOOL TRANSIT

The Board of Education is requested to approve an agreement with Elite School Transit for school pupil activity and special trip transportation for a one (1) year term from July 1, 2025, through June 30, 2026.

[Elite School Transit Contract 6-25-25 \(pg6\).pdf](#)

31. 24/25-2138 - 2025-26 SCHOOL YEAR BUS SCHEDULE

The Board of Education is requested to approve the Bus Schedule for the 2025-26 school year, home-to-school transportation.

[2025-2026 School Year Bus Schedule 6-25-25.pdf](#)

32. 24/25-2140 - PURCHASE AGREEMENTS WITH GOLD STAR FOODS

The Board of Education is requested to approve two (2) purchase agreements with Gold Star Foods to provide produce and fresh bread, frozen, refrigerated, processed commodities, and/or commercial dry foods for our student nutrition program.

[GSF- PIGGYBACK OFFER LETTER_MONROVIA USD_ON ANAHEIM BROADLINE SY 25-26_\(a\)6-25-25 \(pg1\).pdf](#)

[GSF- PIGGYBACK OFFER LETTER_MONROVIA USD ON_OXNARD UNION_703 PRODUCE SY 25-26_\(a\)6-25-25 \(pg1\).pdf](#)

[RFP703ProduceProducts_GSF original contract 6-25-25 \(no pg\).pdf](#)

33. 24/25-2141 - PURCHASE AGREEMENT WITH DRIFTWOOD DAIRY

The Board of Education is requested to approve a purchase agreement with Driftwood Dairy to provide milk, eggs, and cheese products for our student nutrition program.

[Driftwood-Monrovia Unified-Ventura Piggyback 2025-26_6-25-25.pdf](#)

34. 24/25-2142 - PURCHASE AGREEMENT WITH SOUTHERN CALIFORNIA PIZZA (PIZZA HUT)

The Board of Education is requested to approve a piggyback purchase agreement with SO. CAL Pizza (Pizza Hut) to provide A+ Pizza for our student nutrition program.

[Monrovia 2025 pizza hut \(a\) 6-25-25.pdf](#)

35. 24/25-2143 - YEAR-END APPROPRIATION TRANSFERS

The Board of Education is requested to authorize the Los Angeles County Office of Education (LACOE) to make appropriation transfers as necessary at the close of the school year to permit payment of obligations of the district incurred during the 2024-25 fiscal year.

[BAI 2143 Yearend Appropriation Transfers 6-25-25 \(clerk\).pdf](#)

HUMAN RESOURCES

36. 24/25-3094 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #18.
[BRD REPORT 20250625 Classified - Report 18.pdf](#)

37. 24/25-3095 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #12.
[T&C 06252025.pdf](#)

38. 24/25-3096 - BOARD POLICY 4040, EMPLOYEE USE OF TECHNOLOGY

The Board of Education is requested to approve Board Policy 4040, Employee Use of Technology as recommended by the California School Boards Association (CSBA).
[BP 4040 Employee Use of Technology.pdf](#)

39. 24/25-3097 - BOARD POLICY 4151, 4251, and 4351 EMPLOYEE COMPENSATION

The Board of Education is requested to receive for first reading Board Policy 4151, 4251 and 4351, Employee Compensation, as recommended by the California School Boards Association (CSBA).

[BP 4151,4251 AND 4351 Employee Compensation.pdf](#)

40. 24/25-3098 - BOARD POLICY 4158, 4258, 4358 EMPLOYEE SECURITY, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to approve Board Policy 4158, 4258, 4358, Employee Security, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

[BP 4158,4258, and 4358 Employee Security.pdf](#)

41. 24/25-3099 - AFFILIATION AGREEMENT RENEWAL BETWEEN BIOLA UNIVERSITY AND MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to renew the School Affiliation Agreement with Biola University, which will enable the District to train student teachers, student speech-language pathologists, and student occupational therapists.

[Biola 2025 Affiliation Agreement.pdf](#)

J. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES – Geoffrey Zamarripa, Ed.D., Asst. Supt. of Ed. Services

1. 24/25-1144 - CHANGE OF COURSE OFFERING FOR HIGH SCHOOL SENIORS - ENGLISH IV

The Board of Education is requested to approve English IV as a course offering for high school graduation. English IV takes the place of ERWC (Expository Reading and Writing Course) and better aligns with A-G requirements.

Motion by _____, seconded by _____ Vote _____

Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[English IV Course Description.pdf](#)

2. 24/25-1145 - AGREEMENT WITH ZOO-PHONICS FOR THE MULTI-SENSORY PHONICS PROGRAM

The Board of Education is requested to approve an agreement renewal with Zoo-phonics, a supplemental curriculum that provides a multi-sensory phonics program in our preschool and transitional kindergarten. Additionally, the proposal includes the integration of the Special Education Transitional Kindergarten program for the upcoming 2025-2026 school year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[Zoo-Phonics Estimate 37387](#)

3. 24/25-1146 - AMENDMENT TO THE AGREEMENT WITH PARADIGM HEALTHCARE SERVICES, LLC

The Board of Education is requested to approve an amendment to the Paradigm Healthcare Service Agreement to include enhanced billing services and data collection systems aligned with the California Youth Behavioral Health Initiative (CYBHI) implementation, effective July 1, 2025.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[Paradigm Healthcare Amendment 2025](#)

4. 24/25-1147 - AGREEMENT FOR SERVICES WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, ON BEHALF OF THE UCLA STEIN EYE INSTITUTE

The Board of Education is requested to approve a service agreement with The Regents of the University of California, on behalf of the UCLA Stein Eye Institute - Center for Community Outreach and Policy, for Mobile Eye Clinic services during the 2025-2026 school year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[FUA - Monrovia School District_2025 mc.pdf](#)
[MOU - Monrovia SD 2025-27_ALC signed.pdf](#)

5. 24/25-1148 - ADOPTION OF THE LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

The Board of Education is requested to adopt the Local Control Accountability Plan (LCAP) for the 2025-26 school year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[MUSD LCAP Proposed 2025-26.pdf](#)

BUSINESS SERVICES – Greg Gero, Ph.D., Interim Asst. Supt., Business Services

6. 24/25-2144 - ADOPTED BUDGET FOR THE 2025-26 FISCAL YEAR

The Board of Education is requested to approve the 2025-26 Adopted Budget for all district funds.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[Adopted Budget MUSD 2025-26_6-25-25.pdf](#)

7. 24/25-2145 - APPLICATION OF EXEMPTION FROM THE REQUIRED EXPENDITURE FOR CLASSROOM TEACHERS SALARIES, 2023-24

The Board of Education is requested to approve the application of exemption from the required expenditure for classroom teachers' salaries for the 2023-24 fiscal year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[BAI 2145 Tch App for Salary Exemp \(a-d\) 6-25-25 \(pg6\).pdf](#)

8. 24/25-2146 - RESOLUTION 2425-39 REGARDING THE EDUCATION PROTECTION ACCOUNT FOR 2025-26

The Board of Education is requested to adopt Resolution No. 2425-39 to approve the use of Education Protection Account (EPA) funds for the 2025-26 fiscal year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[BAI 2146 RES#2425-39 2025-26Ed. Protection 6-25-25.pdf](#)

9. 24/25-2147 - RESOLUTION 2425-40 TO AUTHORIZE TEMPORARY INTER-FUND CASH BORROWING

The Board of Education is requested to adopt Resolution No. 2425-40 to authorize the temporary borrowing of cash between District funds for the 2025-26 fiscal year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[BAI 2147 RES#2425-40_2025-26TempInterfundCashBorrowg 6-25-25.pdf](#)

10. 24/25-2148 - RESOLUTION 2425-41 TO AUTHORIZE TEMPORARY TRANSFERS OF FUNDS FROM THE LOS ANGELES COUNTY TREASURER

The Board of Education is requested to adopt Resolution No. 2425-41 to authorize the temporary transfer of funds from the Los Angeles County Treasurer for the 2025-26 fiscal year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.
[BAI 2148 RES#2425-41_2025-26CashBorrowingLACoTreasr 6-25-25.pdf](#)

11. 24/25-2149 - RESOLUTION NO. 2425-42 REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ESTABLISH A TAX RATE FOR BONDS TO BE SOLD DURING FISCAL YEAR 2025-26 AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION THEREWITH

The Board is requested to adopt Resolution No. 2425-42 Requesting that the Board of

Supervisors of the County of Los Angeles establish a tax rate for bonds to be sold during fiscal year 2025-26 and authorizing necessary actions in connection therewith.

Motion by _____, seconded by _____ Vote _____

Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.

[BAI 2149 Resolution 2425-42 to Establish Tax Levy 2025-26 Monrovia USD\(4417577.1\) 6-25-25 \(clerk&president pg 3\).pdf](#)

HUMAN RESOURCES – Vanessa Landesfeind, Ed.D., Asst. Supt. of Human Resources

12. 24/25-3100 - PROPOSED RENEWAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND THE MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to ratify the full collective bargaining agreement between the California School Employees Association (CSEA) and the Monrovia Unified School District for the period of July 1, 2024, through June 30, 2027.

Motion by _____, seconded by _____ Vote _____

Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.

[CSEA Ch. 20 Agreement 2024-2027..pdf](#)

13. 24/25-3101 - PROPOSED RENEWAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE MONROVIA TEACHERS ASSOCIATION (MTA) AND THE MONROVIA UNIFIED SCHOOL DISTRICT.

The Board of Education is requested to ratify a collective bargaining agreement between the Monrovia Teachers Association (MTA) and the Monrovia Unified School District for the period of July 1, 2024 through June 30, 2027.

Motion by _____, seconded by _____ Vote _____

Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.

[MTA CBA 2024 - 2027 \(1\).pdf](#)

BOARD BUSINESS – Paula Hart Rodas, Ed.D., Superintendent of Schools

14. 24/25-5040 - EMPLOYMENT CONTRACT, ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

The Board of Education is requested to approve the employment contract for the Assistant Superintendent of Business Services of Monrovia Unified School District effective July 1, 2025 through June 30, 2027.

Motion by _____, seconded by _____ Vote _____

Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.

K. FUTURE MEETING DATES

- August 13, 2025; 6:30 p.m. - Regular Board of Education Meeting
- August 27, 2025; 6:30 p.m. - Regular Board of Education Meeting
- September 10, 2025; 6:30 p.m. - Regular Board of Education Meeting

L. NEW BUSINESS

Independence Day, July 4, 2025 (All Sites Closed)
First Day of School, August 13, 2025

M. CONTINUANCE OF PUBLIC COMMENTS *(if needed)*

The Board of Education values public input and strives to accommodate all individuals who wish to speak. If the 20-minute time limit for public comment on a specific item is exceeded during the designated Public Comment section of the agenda, additional opportunities will be provided at the end of the regularly scheduled Board meeting. Each speaker is allotted up to three (3) minutes per agenda or non-agenda item.

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING



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

SPECIAL BOARD OF EDUCATION MEETING FOR A BOARD RETREAT

THURSDAY, JUNE 5, 2025

Monrovia Public Library Community Room

321 South Myrtle Avenue, Monrovia, CA 91016

9:00 a.m. - Closed Session/11:00 a.m. - Open Session

UNADOPTED MINUTES

- A. CONVENE SPECIAL BOARD OF EDUCATION OPEN SESSION MEETING (GC54959)**
1. Call to order
 2. Public Comments for items on the Special Board Meeting Closed Session Agenda.
- B. CONVENE BOARD OF EDUCATION CLOSED SESSION**
1. Public Employee Performance Evaluation (Government Code 54957)
Title: Superintendent
- C. ADJOURN BOARD OF EDUCATION CLOSED SESSION**
- D. RECONVENE SPECIAL BOARD OF EDUCATION OPEN SESSION MEETING**
1. Meeting called to order by presiding chairperson, Board President Hammond at 11:00 am.
 2. Pledge of Allegiance by Board Member Lockerbie
 3. Roll Call:
Rob Hammond, Board President Present
Maritza Travanti, Board Vice-President Present
Selene Lockerbie, Board Clerk Present
Daniel Gomez Tagle, Board Member Present
Michael Ocon, Board Member Present
Paula Hart Rodas, Ed.D., Superintendent Present
 4. Report out of Closed Session
Nothing to report.
 5. Public Comments for items on the Special Board Meeting Open Session Agenda.
There are none.

BOARD BUSINESS

1. The Board of Education will conduct a retreat to discuss roles and responsibilities, protocols, and goal setting.

- E. ADJOURN SPECIAL BOARD OF EDUCATION MEETING at 1:00 pm.**

Dr. Paula Hart Rodas, Superintendent

Selene Lockerbie, Board Clerk



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

BOARD OF EDUCATION CLOSED SESSION

Wednesday, June 11, 2025

6:00 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING

Wednesday, June 11, 2025

6:30 p.m. - Board Room

UNADOPTED MINUTES

A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING

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

B. CONVENE BOARD OF EDUCATION CLOSED SESSION

1. 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. Employee Performance Evaluation (Government Code Section 54957)
Title: Superintendent
4. Public Employee Appointment (Government Code 54957)
Title: Assistant Superintendent of Business Services
5. Public Employee Appointment (Government Code 54957)
Title: Executive Director of Educational Services
6. Public Employee Appointment (Government Code 54957)
Title: Middle School Principal
7. Public Employee Appointment (Government Code 54957)
Title: High School Assistant Principal (two positions)

C. ADJOURN BOARD OF EDUCATION CLOSED SESSION

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

1. Meeting called to order by presiding chairperson, Board Vice President Travanti at 6:01 pm.
2. Pledge of Allegiance by Monrovia High School State Seal of Civic Engagement Recipients
3. Roll Call:

Rob Hammond, Board President Excused
Maritza Travanti, Board Vice-President Present
Selene Lockerbie, Board Clerk Present
Daniel Gomez Tagle, Board Member Present
Michael Ocon, Board Member Present

Paula Hart Rodas, Ed.D., Superintendent Present
Geoffrey Zamarripa, Ed.D., Asst. Supt., Educational Services Present
Greg Gero, Ph.D., Interim Asst. Supt., Business Services Present
Vanessa Landesfeind, Ed.D., Asst. Supt., Human Resources Present

4. Report out of Closed Session

- The Board of Education, in a vote of **4 to 0**, voted to **appoint** Dr. Greg Gero as Assistant Superintendent of Business Services.
- The Board of Education, in a vote of **4 to 0**, voted to **appoint** Scott Moses as Executive Director of Educational Services.
- The Board of Education, in a vote of **4 to 0**, voted to **appoint** Ashley Leone as Principal of Clifton Middle School.
- The Board of Education, in a vote of **4 to 0**, voted to **appoint** Erika Ramirez Morales as Monrovia High School Assistant Principal.
- The Board of Education, in a vote of **4 to 0**, voted to **appoint** Kristal LeRoy-Pommerville as Monrovia High School Assistant Principal.

E. ORDER OF BUSINESS

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

2. Approve the Minutes of the Regular Board of Education Meeting on May 21, 2025.
[BM Minutes 05.21.2025.pdf](#)

3. Approve the Minutes of the Special Board of Education Meeting on June 2, 2025.
[BM Minutes 06.02.2025.pdf](#)

Motion by Board Member Lockerbie to approve all minutes as one item.
Seconded by Board Member Gomez Tagle. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond E.

F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education would like to recognize the Monrovia High School students who are the first to earn the State Seal of Civic Engagement for the 2025-26 school year.

2. Board Member Reports

- Board Member Lockerbie reminded the public about funding for public broadcasting (PBS) and asked that the public reach out to our representatives. She thanked her twins for allowing her to spend their birthday serving the greater community.
- Board Member Ocon shared with the public that on January 20th of this year, the Trump administration rescinded the Biden-era policy that shielded ICE Agents from entering sensitive locations such as school communities. He shared serious concerns about the repercussions this will have on our communities and thanked

MUSD Staff for the proactive steps being taken to protect our students, families, and staff.

- Board Member Travanti shared that staff have been trained on protocols and how to react. ICE cannot enter any presumed private areas of a school site.

3. Report from the Superintendent

- Dr. Hart Rodas shared about her attendance at the Satoru Tsuneishi Park groundbreaking ceremony with the City of Monrovia, named in honor of one of our longstanding Monrovia families. She also reaffirmed the District's commitment to protecting staff, students, and families. A link was shared to County resources, and she stated that the District is committed to ensuring that staff is properly trained in the procedures.

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

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

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

- Eric Traeger commented on his concern for the future of MHS DSA and CTE programs following Anthony Carlson's departure.
- Heather Valadez commented on Village.
- Randy Medina thanked the Board for support during his tenure as MTA President.

2. Public Comments for items on the Open Session Agenda

- Amy Martinez commented on agenda item 24/25-1121.
- Amy Martinez commented on agenda item 24/25-3090.
- Breanna Koehler commented on agenda item 24/25-1121.

H. STAFF PRESENTATIONS

1. MEASURE MM UPDATE

The Board of Education is requested to receive the Measure MM update.

[Measure MM Update 6-11-25.pdf](#)

I. CONSENT AGENDA

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

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

Approval of Consent Agenda:

Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

EDUCATIONAL SERVICES

1. 24/25-1098 - AUTHORIZATION TO APPLY FOR CONSOLIDATED APPLICATION FUNDS FOR THE 2025/26 FISCAL YEAR

The Board of Education is requested to authorize the Superintendent to apply for Consolidated Application funds for the 2025-26 fiscal year and to certify District compliance with the assurances in the application.

[Certification of Assurances 2025-26](#)

2. 24/25-1099 - MEMORANDUM OF UNDERSTANDING WITH FIVE ACRES, THE BOYS' AND GIRLS' AID SOCIETY OF LOS ANGELES COUNTY

The Board of Education is requested to approve a Memorandum of Understanding with Five Acres - The Boys' and Girls' Aid Society of Los Angeles County. This agreement will provide mental health services to identified students in the Monrovia Unified School District from July 1, 2025, through June 30, 2026.

[Five Acres MOU 2025-26](#)

3. 24/25-1100 - AGREEMENT WITH IMAGINE LEARNING FOR EDGENUITY LICENSES

The Board of Education is requested to approve the purchase of multi-year Edgenuity Licenses for Monrovia High School, Canyon Oaks High School, Mountain Park School, and Monrovia Community Adult School. Edgenuity is an online learning resource providing a curriculum for original and recovery credit that can adapt to the individual student's needs.

[2026-2031 Imagine Edgenuity_EdgeEX- Mountain Park](#)

[2025-2031 Imagine Edgenuity_EdgeEX- Canyon Oaks](#)

[2025-2031 Imagine Edgenuity_EdgeEX- MCAS](#)

[2025-2031 Imagine Edgenuity_EdgeEX- Monrovia High School](#)

4. 24/25-1101 - AGREEMENT WITH GOGUARDIAN FOR PEAR ASSESSMENT SUBSCRIPTION

The Board of Education is requested to approve an agreement renewal with GoGuardian to renew the Pear Assessment subscription from July 1, 2025, to June 30, 2026. The Pear Assessment application warehouses all of our periodic assessments.

[Q-450231 - Pear Assessment Renewal](#)

5. 24/25-1102 - AGREEMENT WITH GREAT MINDS FOR PROFESSIONAL DEVELOPMENT

The Board of Education is requested to approve an agreement with Great Minds for additional professional development of Eureka Math² for elementary grades TK-5 for the 2025-26 school year.

[Quote_4 sessions of Eureka2 Math Adapt Training_](#)

[Quote_7 Eureka2 Math Coaching Sessions for TK-5_](#)

6. 24/25-1103 - AGREEMENT WITH EDPUZZLE, INC.

The Board of Education is requested to approve the renewal of a district-wide license with Edpuzzle, Inc. for a one-year term. Edpuzzle is a digital platform that allows teachers to edit videos for presentations to keep students focused and engaged while learning.

7. 24/25-1104 - AGREEMENT WITH LEVEL LEARNING

The Board of Education is requested to approve a one-year subscription renewal for Level Learning, a supplementary Mandarin digital platform, for the 2025-26 school year.
[Level Learning Quote SY 2025-26](#)

8. 24/25-1105 - AGREEMENT WITH MCGRAW HILL

The Board of Education is requested to approve a purchase agreement with McGraw Hill Reveal Math Curriculum for the 2025-26 school year.
[McGraw Hill Reveal Math Quote](#)

9. 24/25-1106 - AGREEMENT WITH UNIVERSITY OF WASHINGTON CENTER FOR EDUCATIONAL LEADERSHIP

The Board of Education is requested to approve a renewal agreement between the University of Washington Center for Educational Leadership (CEL) and Monrovia Unified School District to further develop equity-centered, learning-focused leaders for the 2025-26 school year.
[CEL Agreement 2025-26](#)

10. 24/25-1107 - AGREEMENT WITH NEARPOD, INC.

The Board of Education is requested to approve the renewal of an agreement with Nearpod, Inc., a tool used for creating interactive presentations, for service dates from July 27, 2025, to July 31, 2026.
[Renaissance Quote -148942-](#)

11. 24/25-1108 - SCHOOL SITE SCHOOL PLAN FOR STUDENT ACHIEVEMENT FOR THE 2025-26 SCHOOL YEAR

The Board of Education is requested to approve the School Plan for Student Achievement for Bradoaks Elementary, Mayflower Elementary, Monroe Elementary, Plymouth Elementary, Wild Rose Elementary, Clifton Middle School, Santa Fe Middle School, Canyon Oaks High School, and Mountain Park School for the 2025-26 academic school year.
[SPSAs 2025-26](#)

BUSINESS SERVICES

12. 24/25-2116 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify the following: Purchase orders issued in the amount not to exceed \$6,635,622.60 from May 3, 2025, through May 21, 2025; Warrants in the amount of \$2,654,735.33 paid from May 3, 2025, through May 21, 2025; Payroll in the amount of \$2,551,771.23 issued May 3, 2025, through May 21, 2025.
[BAI 2116 Purchase order & payment of bills \(a-c\)_6-11-25.pdf](#)

13. 24/25-2117 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts, Deposit Report No. 31, deposited May 15, 2025, for a total amount of \$237,304.40.
[BAI 2117 DEP #31_6-11-25.pdf](#)

14. 24/25-2114 - ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-14.
[Acceptance of Gifts #2025-14-06-11-25.pdf](#)

15. 24/25-2119 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report No. 14 for the Monrovia Unified School District 2024-25 school year.

[PSA Report No. 14 - June 11, 2025.pdf](#)

16. 24/25-2120 - BOARD POLICY 3311, BIDS

The Board of Education is requested to approve, Board Policy 3311, Bids and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

[BP 3311 - Bids Proposed 5.21_6-11-25.pdf](#)

[AR 3311 - Bids Proposed 5.21_6-11-25.pdf](#)

17. 24/25-2121 - BOARD POLICY 3311.1, UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURE

The Board of Education is requested to approve the new Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedure, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

[BP 3311.1-Uniform Public Construct. Cost Acct. Proc. New Proposed 5.21_6-11-25.pdf](#)

[AR 3311.1-Uniform Public Construct. Cost Acct. Proc. New Proposed 5.21_6-11-25.pdf](#)

18. 24/25-2122 - LOS ANGELES COUNTY OFFICE OF EDUCATION CONTRACT (LACOE) CONTRACT FOR BEST ADVANTAGE AND HRS SYSTEM MAINTENANCE AND SUPPORT FY 2025-2030

The Board of Education is requested to renew the Los Angeles County Office of Education Contract for BEST Advantage and HRS System Maintenance and Support FY 2025-2030 (Contract C-25047:25:30) with the Los Angeles County Office of Education (LACOE) for the term of July 1, 2025 - June 30, 2030.

[BAI 2122 C-25047_6-11-25.pdf](#)

19. 24/25-2123 - RENEWAL OF EDLIO, MONROVIA SCHOOLS WEBSITE HOSTING SUBSCRIPTION

The Board of Education is requested to approve the renewal of Edlio, the District's website hosting subscription, for a one (1) year term from July 1, 2025, through June 30, 2026.

[BAI 2123 Edlio-MUSD- 1 year renewal with Accessibility 2025-2026_V1_6-11-25.pdf](#)

20. 24/25-2124 - RENEWAL OF SENTINELONE ENDPOINT DETECTION AND RESPONSE SUBSCRIPTION

The Board of Education is requested to approve the renewal of SentinelOne Endpoint Detection and Response for a three (3) year term for the Fiscal Years 2025-26, 2026-27, 2027-28.

[BAI 2124 3yr SentinelOne 2003025001763-01_6-11-25.pdf](#)

21. 24/25-2125 - MOBILE DISPLAY/TV CARTS FOR ELEMENTARY SITES

The Board of Education is requested to approve the following purchase and installation of mobile display carts and Airtame wireless casting devices for elementary school classrooms, replacing older failing projectors.

[BAI 2125 PKVV152_6-11-25.pdf](#)

[BAI 2125 MG 107268 Monrovia USD-\(130\)Samsung BED-H Series 85 Display.Chief Mobile Cart \(1\)_6-11-25.pdf](#)

HUMAN RESOURCES

22. 24/25-3085 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #17.
[BRD REPORT 20250611 Personnel Report 17.pdf](#)

23. 24/25-3086 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #12.
[T&C 06112025.pdf](#)

24. 24/25-3087 - BOARD POLICY 1312.2, COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to approve Board Policy 1312.2, Complaints Concerning Instructional Materials, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

[BP 1312.2 Complaints Concerning Instructional Materials.pdf](#)

[AR 1312.2 Complaints Concerning Instructional Materials.pdf](#)

25. 24/25-3088 - BOARD POLICY 1340, ACCESS TO DISTRICT RECORDS, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to approve Board Policy 1340, Access to District Records, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

[BP 1340 Access to District Records.pdf](#)

[AR 1340 Access to District Records.pdf](#)

26. 24/25-3089 - BOARD POLICY 4040, EMPLOYEE USE OF TECHNOLOGY

The Board of Education is requested to receive for first reading Board Policy 4040, Employee Use of Technology as recommended by the California School Boards Association (CSBA).

[BP 4040 Employee Use of Technology.pdf](#)

BOARD BUSINESS

27. 24/25-5038 - DUES AND MEMBERSHIPS FOR 2025-26 SY

The Board of Education is requested to approve memberships for the 2025-26 school year for the organizations as listed.

[2025-26 Dues and Memberships.pdf](#)

J. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES – Geoffrey Zamarripa, Ed.D., Asst. Supt. of Ed. Services

1. 24/25-1109 - MONROVIA HIGH SCHOOL LEADERSHIP OVERNIGHT RETREAT

The Board of Education is requested to approve an overnight retreat for the Monrovia High School Student Leadership who aim to develop team-building skills, enhance leadership abilities, and promote collaborative planning through group activities at Monrovia High School, from August 8 to 9, 2025.

Motion by Board Member Ocon, seconded by Board Member Lockerbie. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[MHS Renaissance Overnight Trip_Redacted_](#)

2. 24/25-1110 - MONROVIA HIGH SCHOOL CHEER CAMP EXTENDED FIELD TRIP

The Board of Education is requested to approve an extended field trip for the Monrovia High School cheer team to participate in the USA Cheer Camp in Thousand Oaks, California, from July 18 - July 21, 2025.

Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[MHS Cheer Camp Extended Trip_Redacted_](#)

3. 24/25-1111 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS - FRESHMAN SEMINAR: THE WILDCAT WAY

The Board of Education is requested to approve the Freshman Seminar: The Wildcat Way as a new course offering for high school graduation. The course is designed to provide all ninth-grade students with the academic, social, and emotional foundation necessary to succeed in high school and beyond.

Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[The Wildcat Way Course Description](#)

4. 24/25-1112 - MONROVIA COMMUNITY ADULT SCHOOL AGREEMENT WITH CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY

The Board of Education is requested to approve an agreement between Monrovia Community Adult School (MCAS) and the California Mental Health Services Authority (CalMHSA) to offer Certified Medi-Cal Peer Support Specialist Continuing Education Units (CEUs). Through this program, CalMHSA will provide training curriculum standards among providers, verifying that individuals seeking Medi-Cal Peer Support Specialist certification meet the established criteria, and overseeing the certification issuance process.

Motion by Board Member Lockerbie, seconded by Board Member Ocon. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[CalMHSA CE Agreement 2025-26](#)

5. 24/25-1113 - AGREEMENT WITH FOOD ED FOR THE GARDEN AND FOOD SCIENCE PROGRAM

The Board of Education is requested to approve an agreement renewal with Food ED to provide Garden and Food Science Programs at both the elementary and middle school levels. Additionally, a high school level program is proposed for the upcoming 2025-2026 school year. This program offers students hands-on learning experiences and inspires them to envision themselves in the green jobs of the future.

Motion by Board Member Ocon, seconded by Board Member Lockerbie. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[Food ED Agreement 2025-26](#)

6. 24/25-1114 - AGREEMENT WITH IXL LEARNING

The Board of Education is requested to approve the renewal of IXL Math licenses and the addition of ELA, Science, and History Social Science licenses for secondary grade levels, for a three-year subscription. IXL is an online educational platform that provides personalized learning experiences for students in various subjects.

Motion by Board Member Gomez Tagle, seconded by Board Member Ocon. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[IXL Quote 1398858-2](#)

7. 24/25-1115 - MEMORANDUM OF UNDERSTANDING WITH THE CALIFORNIA HIGH SPEED RAIL AUTHORITY

The Board of Education is requested to approve a Memorandum of Understanding with the California High Speed Rail Authority for a summer internship program aiming to improve Career Technical Education at Monrovia High School.

[CA High Speed Rail MOU](#)

8. 24/25-1116 - MEMORANDUM OF UNDERSTANDING WITH THE ACADEMY OF LEONARDO'S APPRENTICE

The Board of Education is requested to approve a Memorandum of Understanding with the Academy of Leonardo's Apprentice for a summer internship program aiming to improve Career Technical Education at Monrovia High School.

[Academy of Leonardo's Apprentice MOU](#)

9. 24/25-1117 - MEMORANDUM OF UNDERSTANDING WITH DIONYSUS CREATIVE

The Board of Education is requested to approve a Memorandum of Understanding with Dionysus Creative for a summer internship program aiming to improve Career Technical Education at Monrovia High School.

[Dionysus Creative MOU](#)

10. 24/25-1118 - MEMORANDUM OF UNDERSTANDING WITH ROSE WATER

The Board of Education is requested to approve a Memorandum of Understanding with Rose Water for a Career Technical Education Foothill Consortium Partnership that will provide placement opportunities for students in entrepreneurship and technology at Monrovia High School.

[Rose Water MOU](#)

[CTE Internship Programs Summer Partners 2025](#)

Motion by Board Member Lockerbie to approve items J.7 – J.10 together.

Seconded by Board Member Gomez Tagle. **Vote 4-0**

Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond E.

11. 24/25-1120 - HOUGHTON MIFFLIN HARCOURT'S JOURNEYS PATHWAYS TO BILITERACY PROPOSAL

The Board of Education is requested to approve the purchase of the Journeys Pathway to Biliteracy Curriculum from Houghton Mifflin Harcourt (HMH). This curriculum is intended for sixth-grade Dual Immersion students who will continue in the elementary Dual Immersion instructional setting starting in the 2025-2026 school year.

Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 4-0**

Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond E.

[HMH Proposal 009317432](#)

12. 24/25-1119 - AGREEMENT WITH AMPLIFY FOR THE DIBELS LICENSE

The Board of Education is requested to approve an agreement with Amplify for the DIBELS program. DIBELS assists teachers in identifying students who are at risk for reading difficulties and allows them to monitor progress in developing foundational reading skills. This agreement is for the 2025-2026 school year.

Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 4-0**

Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond E.

[DIBELS mCLASS RDRS PQ 1 Year](#)

13. 24/25-1121 - AGREEMENT WITH THE BOYS AND GIRLS CLUB OF THE FOOTHILLS

The Board of Education is requested to approve an agreement between the Boys and Girls Club of the Foothills (BGCF) and the Monrovia Unified School District (MUSD). This agreement will cover both the school-year program and the summer program for the next school year, beginning on August 13, 2025, and concluding on June 30, 2026.

Motion by Board Member Gomez Tagle, seconded by Board Member Ocon. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[After School ELOP Program Agreement 2025-26.pdf](#)

BUSINESS SERVICES – Greg Gero, Ph.D., Interim Asst. Supt., Business Services

14. 24/25-2126 - GOOGLE FOR EDUCATION PLUS SUBSCRIPTION

The Board of Education is requested to approve Google for Education Plus subscription to enhance our digital learning environment with advanced security features, premium collaboration tools, and robust data analytics that support student success.

Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[BAI 2126 Google EDU Plus 6-11-25.pdf](#)

HUMAN RESOURCES – Vanessa Landesfeind, Ed.D., Asst. Supt. of Human Resources

15. 24/25-3090 - MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS MONROVIA CHAPTER 20 (CSEA)

The Board of Education is requested to ratify a Memorandum of Understanding with California School Employees Association and Its Monrovia Chapter 20 (CSEA) to reclassify the "Purchasing and Warehouse Assistant" position to "Logistics and Warehouse Assistant."

Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[CSEA MOU PURCHASING WAREHOUSE ASSISTANT RECLASSIFICATION SIGNED 05_2025.pdf](#)

16. 24/25-3091 - APPROVAL OF TENTATIVE AGREEMENT WITH THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 20 AND THE MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve a one time 1% off the schedule bonus payment for the 2023-2024 school year. This includes a retroactive salary increase of 3.5 % to the base salary for the 2024-2025 school year, effective July 01, 2024. The attached articles, along with their provisions, are attached for public review.

Motion by Board Member Gomez Tagle, seconded by Board Member Lockerbie. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[CSEA ARTICLES SIGNED 05_2025.pdf](#)

17. 24/25-3092- TENTATIVE AGREEMENT MONROVIA TEACHERS ASSOCIATION (MTA)

The Board of Education is requested to approve the proposed tentative agreement with MTA, Monrovia Teachers Association including the proposed contract revisions to Article II: Recognition, Article IV: Association Rights and Responsibilities, Article VII: Work Stoppage, Article VIII: Hours of Work, Article XVIII: Salaries and Benefits and Article XXII:

Duration and Renegotiation. The attached articles along with its provision are attached for public viewing.

Motion by Board Member Lockerbie, seconded by Board Member Ocon. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[MTA Articles 5_2025.pdf](#)

18. 24/25-3093 - APPROVAL OF SALARY AGREEMENT BETWEEN ADMINISTRATIVE MANAGEMENT AND CONFIDENTIAL EMPLOYEE UNITS AND THE MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve a retroactive salary increase of 3.75% to the base salary effective July 01, 2024 between Monrovia Unified School District and their Administrative Management and Confidential employee units for the 2024-2025 school year.

Motion by Board Member Lockerbie, seconded by Board Member Ocon. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[Management and Confidential Employees Salary Agreement.pdf](#)

BOARD BUSINESS – Paula Hart Rodas, Ed.D., Superintendent of Schools

19. 24/25-5039 - AGREEMENT WITH CALIFORNIA SCHOOL BOARD ASSOCIATION (CSBA) FOR THE USE OF GAMUT SERVICES

The Board of Education is requested to approve a service agreement with the California School Board Association (CSBA) for the use of GAMUT Services, including GAMUT Meetings, GAMUT Documents, GAMUT Communication, including Single Sign On to provide the online agenda management system to the District effective July 1, 2025 through June 30, 2025.

Motion by Board Member Gomez Tagle, seconded by Board Member Ocon. **Vote 4-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y,
Board Member Travanti Y, Board President Hammond E.

[Monrovia USD_GAMUT Service Agreement_05.08.25 signed.pdf](#)

K. INFORMATION ITEMS

The Board of Education requested that items K.1 - K.3 be brought back on the Consent agenda for the next Board Meeting.

1. BOARD POLICY 4151, 4251, and 4351 EMPLOYEE COMPENSATION

The Board of Education is requested to receive for first reading Board Policy 4151, 4251 and 4351, Employee Compensation, as recommended by the California School Boards Association (CSBA).

[BP 4151,4251and 4351 Employee Compensation.pdf](#)

2. BOARD POLICY 4158, 4258, 4358 EMPLOYEE SECURITY, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to receive for first reading Board Policy 4158, 4258, 4358, Employee Security, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

[BP 4158,4258 and 4358 Employee Security.pdf](#)

[AR 4158, 4258 and 4358 Employee Security.pdf](#)

3. BOARD POLICY 6142.94, HISTORY SOCIAL SCIENCE INSTRUCTION

The Board of Education is requested to receive for first reading Board Policy 6142.94,

History Social Science Instruction as recommended by the California School Boards Association (CSBA).

[Board Policy 6142.94 - Draft](#)

L. FUTURE MEETING DATES

- June 24, 2025; 6:30 p.m. - Special Board of Education Meeting
- June 25, 2025; 6:30 p.m. - Regular Board of Education Meeting
- August 13, 2025; 6:30 p.m. - Regular Board of Education Meeting
- August 27, 2025; 6:30 p.m. - Regular Board of Education Meeting

M. NEW BUSINESS

Juneteenth, June 19, 2025 (All Sites Closed)

Independence Day, July 4, 2025 (All Sites Closed)

First Day of School, August 13, 2025

Board Member Lockerbie requested that site visits be scheduled for the next school year.

N. CONTINUANCE OF PUBLIC COMMENTS *(if needed)*

The Board of Education values public input and strives to accommodate all individuals who wish to speak. If the 20-minute time limit for public comment on a specific item is exceeded during the designated Public Comment section of the agenda, additional opportunities will be provided at the end of the regularly scheduled Board meeting. Each speaker is allotted up to three (3) minutes per agenda or non-agenda item.

There are none.

O. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 8:44 pm in memory of former MUSD teacher and lifelong Monrovia community member Renata Towner.

Dr. Paula Hart Rodas, Superintendent

Selene Lockerbie, Board Clerk



California Dashboard

Local Indicators Report

Scott Moses, Director of Educational Services

June 25, 2025

California School Dashboard: Local Indicators

- Based on data collected by schools, districts and county offices of education;
- Utilizing the California Dashboard self-reflection tool to report district's progress;
- Ratings include: "Met" or "Not Met;"
- Five local indicators based on State Priorities 1, 2, 3, 6, and 7.

California School Dashboard: Local Indicators

- Indicator 1 Basic Conditions:Teacher Assignments, Facilities and Access to Instructional Materials
- Indicator 2: Implementation of State Standards
- Indicator 3: Parent and Family Engagement
- Indicator 6: School Climate
- Indicator 7: Access to Broad Course of Study

Local Indicator #1: Basic Conditions

Condition	Indicator	Rating
Access to curriculum-aligned instructional materials	Zero students without access to their own copies of standards-aligned instructional materials for use at school and at home.	Met
Safe, clean and functional school facilities	Zero identified instances where facilities did not meet the “good repair” standard.	Met
Appropriately Assigned Teachers (Teacher Assignment Monitoring Outcomes TAMO)	According to the most recently reported TAMO (2022-23), 87.7% of teachers received a status of "Clear."	N/A

Local Indicator #2: Implementation of State Standards

Implementation	Rating
Providing professional learning for teaching	Met
Making instructional materials available in all classrooms where the subject is taught	Met
Implementing policies or programs to support staff in identifying areas where they can improve in delivering instruction	Met
Implementing academic standards in the following: Career Technical Education, Health, Physical Education, Visual and Performing Arts, World Language	Met
Identifying the professional learning needs of teachers and providing support in areas that have not yet been mastered	Met

Local Indicator #3: Parent Involvement and Family Engagement

Dashboard Report: Narrative summary and ratings of the district's implementation of parent involvement and family engagement strategies.

Implementation	Rating
Building relationships between school staff and families	Met
Building partnerships for student outcomes	Met
Seeking input for decision-making	Met

Local Indicator #6: School Climate

Dashboard Report: Narrative summary of the local administration and analysis of local climate surveys. (California Healthy Kids Survey, Strategic Planning Guiding Coalition - Student surveys)

Implementation	Rating
Student perception of school safety	Met
Student perception of connectedness	Met

Local Indicator #7: Access to a Broad Course of Study

Dashboard Report: Narrative summary of the extent to which all students have access to and are enrolled in a broad course of study

Implementation	Rating
System to track student access to, and enrollment in, a broad course of study	Met
Extent to which students have access to, and are enrolled in, a broad course of study	Met
Identification of any barriers to student access to a broad course of study	Met
Revisions, decisions, or new actions to ensure access to a broad course of study for all students	Met

Questions?



Monrovia USD Bond Program Update

- * Cash Flow & Project Funding Strategy
- * Accessibility and Fire/Security Alarm Update
- * Recommended Next Steps

June 25, 2025

Local Facilities Funds Available

- Fund 21: \$688,720
 - (Measure MM fund balance)
- Fund 25: \$6,108,833
 - (Developer Fees - mitigate growth due to development)
- Fund 40: \$5,015,189
 - (Capital Facilities Fund - restricted account for capital improvements)

Total local funds: \$11.8M

Estimated 2025 GO Bonds: \$21.7M

- Total local funds available in 2025: **\$33.51M**

Prop 2 Estimate/3 Year Mix

- \$32 million (this will be adjusted based on CLC research and application - 2028 appropriation?)
 - MUSD match: $\$32,000,000 \times (60/40) = \$32,000,000 \times 0.6667 \approx \$21,333,333$
- Qualifying Capital Projects (completed) = \$16,222,376
 - Match needed - Completed Projects -
 $\$21,333,333 - \$16,222,376 = \$5,110,957$
- Local Funds available = \$33,510,000
- Construction \$\$ Amount Required for state funding: \$32,000,000
 - This amount of work must be in the architect plans submitted to DSA

Prop 2 Estimate/3 Year Mix

- Of the \$32,000,000 in the plans, each project must have 50% under contract
 - Potential of \$16,000,000 in state school facility savings
- Budget soft costs at 15% of \$32,000,000 = \$4,800,000
- Budget 10% Program Contingency = \$3,200,000
- State savings minus soft costs and contingency = \$8,000,000
- Recommendation: Do not commit state savings at this time

(part 2)

Strategy

1. Design Site Modernization Projects to 60% requirement
2. Phase Modernization projects over time
3. Realize state savings where possible
4. Board adoption of “High priority” capital facility projects
5. Annual review of Board priorities

Accessibility Compliance

All school sites have issues related to accessibility, and require upgrades to meet compliance

Scope includes-

- Parking is not available at all school sites
- Dedicated student drop – off
- Main entrance access
- Site access gates
- ADA parking
- Accessible paths or route of travel including site ramps
- Toilet rooms, Student and Staff
- Drinking fountains
- Audible systems

Examples of Compliance Issues

Playground - Cracking Asphalt



Examples of Compliance Issues



Existing Ramp – Non-Compliant



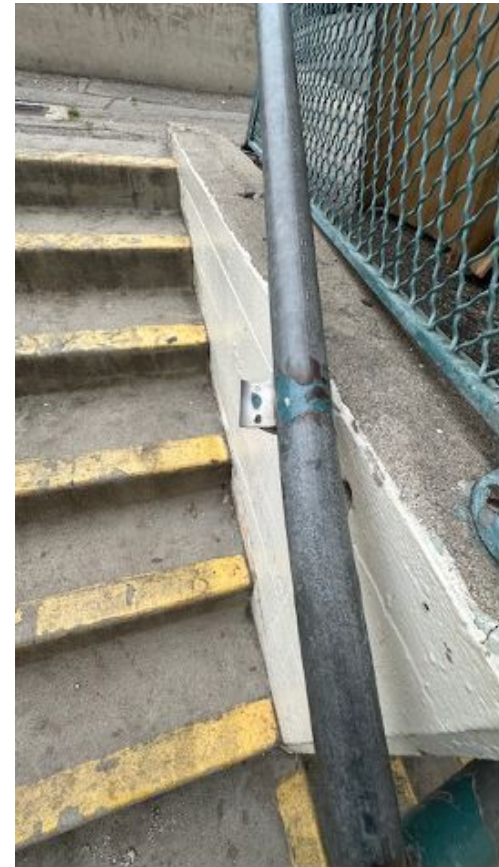
Examples of Compliance Issues



Student Drop-off



Unsafe Railing Condition



Fire Alarm and Security Upgrades

All school sites have issues related to functional Fire Alarm and Security systems, and require upgrade and or replacement to meet compliance

Scope-

- Fire alarm replacement
- Public address, bells and clocks

Recommendations for Next Steps

- ADA Compliance
 - *Direct staff to develop a 5 year access compliance transition plan*
- School Bells/Intercom/Clocks
 - *Direct staff to bring back proposals for Board consideration in August*
- Modernization Projects- Hire architects immediately for planning
 - *\$3.9M (10% of 75% of construction share)*
- Access Compliance- Allocate \$4.02M (20% of construction share)
 - *Utilizing 5-year ADA Access plan, build access compliance into project scopes during bidding*
- Adjust as state funds arrive in 2028–29

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

1. 24/25-1123 - STAFFING AGREEMENT WITH RO HEALTH

RECOMMENDATION

The Board of Education is requested to approve the Staffing Agreement with Ro Health effective July 1, 2025, through June 30, 2026, for para-educator support, nursing staff, and other special education-related service providers.

Rationale:

This Staffing Agreement will provide Para- educator, RBT, BCBA, school psychologist, OT, PL, SLP, as well as nurse support when needed for the Monrovia Unified School District.

Background:

Budget Implication (\$ Amount):

Legal References:

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

Additional Information:

The staffing agreement is attached.

ATTACHMENTS

[Monrovia USD_2025 Ro Health Staffing Agreement.pdf](#)

CLIENT STAFFING AGREEMENT

This Agreement (the “Agreement”) entered into this 01 day of July, 2025 (“Effective Date”), is by and between RO HEALTH, LLC (“RO HEALTH”), a Delaware limited liability company with its office headquarters located at 1900 Nickerson Street West Suite 200, Seattle, WA 98119, and [Monrovia Unified School District] (hereinafter referred to as “CLIENT”) located at [325 East Huntington Drive, Monrovia, CA 91016].

WHEREAS, RO HEALTH operates a medical staffing agency and employs personnel to provide Services (as hereinafter defined) to CLIENT; and

WHEREAS, CLIENT operates a [School District] and CLIENT desires that RO HEALTH shall supply contract personnel to CLIENT; and

WHEREAS, CLIENT and RO HEALTH have agreed that RO HEALTH shall supply such personnel under the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants between RO HEALTH and CLIENT, (each a “Party” and jointly the “Parties”), the Parties hereby agree as follows.

1. TERM AND TERMINATION.

This Agreement will commence on the Effective Date. The term of this Agreement will initially be one (1) year from the Effective Date and will be automatically extended for successive one (1) year periods, unless at any time either Party elects to terminate the Agreement upon at least thirty (30) days’ prior written notice of termination to the other Party in accordance with the provisions of Paragraph 15. In the event of such automatic renewal, unless otherwise revised or amended, the rates for the Services (as hereinafter defined) set out in **Exhibit A** shall be increased equal to or greater than the cost of living adjustment (equal to the National Consumer Price Index or equivalent Index). Said termination will not affect the rights or responsibilities subsequent to transactions occurring prior to the effective date of termination.

2. SERVICES.

RO HEALTH will use its reasonable best efforts to provide qualified RO HEALTH employees as requested by CLIENT and in accordance with CLIENT’s specifications and subject to the terms and conditions of this Agreement. **Exhibit A** hereto sets forth the specific services (the “Services”) to be furnished by RO HEALTH, together with the current fees for these Services. At any point during the term of this Agreement the rates set out on **Exhibit A** may be renegotiated.

3. PROFESSIONAL QUALIFICATIONS.

RO HEALTH will recruit, interview, screen, select, hire and assign RO HEALTH employee(s) who, in RO HEALTH's sole and exclusive judgment, are best qualified to perform the Services. Such RO HEALTH employee(s) shall comply with all pertinent terms and conditions of the relevant licensure and credentials. RO HEALTH shall retain documentation evidencing such licensure and credentials for each such RO HEALTH employee, including, but not limited to:

- 3.1** Proof of current licensure, registration and or certification (if applicable).
- 3.2** Written or verbal verification of two (2) references.
- 3.3** Written verification of worker's unrestricted credential (if applicable).
- 3.4** Written verification of current cardiopulmonary resuscitation (CPR) certification for all non-remote RO HEALTH employees, unless written documentation from CLIENT is provided removing this requirement for specific positions.
- 3.5** Possess proof of a tuberculosis test or chest X-ray and satisfactory completion of annual tuberculosis education for all non-remote RO HEALTH employees.
- 3.6** Criminal Background Check and disclosure statement.

Upon CLIENT's written request, RO HEALTH will provide documentation of any such licensure or credentials or otherwise related to the qualifications and training of such RO HEALTH employee(s).

4. CLIENT ORIENTATION.

CLIENT will provide, at its sole cost and expense, all applicable RO HEALTH personnel with an orientation to CLIENT specific policies, procedures and processes necessary to equip RO HEALTH personnel with the knowledge necessary to meet CLIENT's expectations for RO HEALTH personnel.

5. URGENT PERSONNEL REQUESTS.

If CLIENT requests RO HEALTH personnel less than two (2) hours prior to the start of a shift, RO HEALTH shall bill CLIENT for the entire duration of the shift, as long as the RO HEALTH employee reports for work within a reasonable period of time.

6. MINIMUM BILLABLE HOURS AND SHIFT CANCELATION.

If CLIENT schedules an order with a duration less than four (4) billable hours for each shift, RO HEALTH shall bill CLIENT for four (4) hours at the established hourly rate.

CLIENT agrees to give a two (2) hour notice of cancellation of shift via phone conversation (not voicemail) to the staffing coordinator or on-call coordinator. If CLIENT modifies or cancels an order less than two (2) hours prior to the start of a shift, RO HEALTH will bill CLIENT for four (4) hours at the established hourly rate.

7. CONVERSION FEE.

If RO HEALTH is the first staffing provider to submit an individual employee's profile (either verbal or written) to CLIENT for consideration, or to introduce an individual employee to CLIENT at any time and in any capacity, CLIENT will accept such individual employee for employment only through RO HEALTH.

CLIENT further agrees that it will take no steps, directly or indirectly, to recruit, solicit, hire or employ as its own employee, agent, contractor or otherwise any personnel introduced, submitted or provided to CLIENT by RO HEALTH. CLIENT further acknowledges that RO HEALTH incurs substantial costs associated with recruiting, training, and managing RO HEALTH personnel. In the event CLIENT or any agent, affiliate or subsidiary of CLIENT, directly or indirectly or through another agency, recruits, solicits, hires or employs RO HEALTH personnel in any capacity, CLIENT agrees, in advance of hiring such RO HEALTH personnel, to either (1) provide written notice of intent to hire or employ RO HEALTH personnel twelve (12) months prior to the RO HEALTH employee's commencement as a CLIENT employee, agent, contractor or otherwise; (2) provide written notice to RO HEALTH of its intent to hire RO HEALTH employee and continue to employ RO HEALTH employee solely and exclusively in such individual's capacity as a RO HEALTH employee through RO HEALTH for a period not less than one thousand and forty (1,040) hours from the notice date; or (3) pay RO HEALTH a placement fee equal to the sum of twenty-five percent (25%) of such personnel's annualized salary (calculated as hourly pay rate multiplied by two thousand and eighty (2,080) hours multiplied by twenty-five percent (25%)).

8. RESPONSIBILITY FOR PATIENT CARE.

CLIENT retains sole and exclusive responsibility for management of care of each of its patients and for ensuring that the Services provided by RO HEALTH personnel under this Agreement are furnished in accordance with all applicable safety and health laws, regulations and standards. Client further retains sole and exclusive responsibility for compliance with all relevant safety and health laws and regulations during the period in which RO HEALTH personnel are assigned under CLIENT's supervision. CLIENT shall ensure that RO HEALTH personnel are assigned duties and operating within their scope of practice. In no event will CLIENT assign a non-instructional paraprofessional the duties and/or responsibilities of an instructional paraprofessional (in each case as defined by the California Department of Education pursuant to the Elementary and Secondary Education Act or by other relevant state law or statute).

9. INSURANCE.

RO HEALTH shall purchase and maintain during the duration of this Agreement general and professional liability coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, covering the sole negligent acts or omissions which may give rise to the liability for the Services provided under this Agreement. At CLIENT's written request, RO HEALTH will provide certificates evidencing such insurance coverage.

10. TAXES.

RO HEALTH will maintain responsibility for the payment of wages, and other compensation, and for any mandatory withholdings and contributions to its personnel.

11. PAYMENT FOR SERVICES.

RO HEALTH obtains CLIENT-approved time records and relies on CLIENT for the accuracy and completeness of those records to pay RO HEALTH's employees and to generate invoices. The accuracy and completeness of such records is the sole and exclusive responsibility of CLIENT prior to approving such records to RO HEALTH. RO HEALTH will submit invoices based on such records to CLIENT at the rates established in **Exhibit A** every week for RO HEALTH personnel provided to CLIENT during the preceding workweek billing period. RO HEALTH does not assume responsibility for CLIENT approved records.

11.1 Payment.

Full payment of invoices is due upon receipt. CLIENT shall send all payments electronically through automated clearing house ("ACH") transfers. RO HEALTH will deliver the ACH payment details to CLIENT upon execution of this Agreement. The parties hereby agree to undertake any and all required actions and execute any required documents, instruments or agreements required to effectuate the requirements of this Section 11.

11.2. Late Payment.

Payments not received within thirty (30) days from the first day of the workweek billing period, as identified on the invoice, will accumulate interest at the rate of one percent (1%) per month on the unpaid balance, equating to an annual percentage rate of twelve percent (12%), or the maximum rate permitted by applicable law, whichever is less. In the event that RO HEALTH must institute legal action to collect any late, outstanding or unpaid amounts, CLIENT agrees to pay all of RO HEALTH's costs of suit, including reasonable attorneys' fees.

12. GOVERNING LAW.

This Agreement, and all matters relating to it shall be governed by the laws, rules, and regulations of the State of Delaware, as are now in effect or as may be later amended or modified, without reference to the choice of law rules in any state. In the event that any provision of this Agreement conflicts with or is inconsistent with provisions of those laws, rules or regulations, the provisions of Delaware laws, rules, and regulations shall govern and supersede.

13. DISPUTE RESOLUTION.

Should any dispute arise out of or in connection with the Agreement, which cannot be resolved to the satisfaction of both Parties within thirty (30) calendar days of the initial discussion, such dispute shall be submitted to arbitration for resolution. The Parties shall attempt to agree upon a neutral third party to arbitrate the dispute and, should that effort fail, request a panel of arbitrators from the American Arbitration Association and select an arbitrator from that list by alternately striking names. The panel of arbitrators shall be selected from Wilmington, Delaware. The arbitration shall take place in accord with the usual rules and policies of the American Arbitration Association and the decision of the arbitrator shall be final and binding upon the Parties. Fees of the American Arbitration Association, the Arbitrator's fees and the costs of a court reporter shall be split evenly by the Parties. The Party prevailing in such arbitration will be entitled to the recovery of all other costs and expenses incurred in connection with such action and any appeal from the other Party.

14. MUTUAL INDEMNIFICATION.

Each Party shall defend, indemnify, and hold harmless the other Party, its current and former affiliates, its and their respective current and former officers, directors, employees, representatives, and the successors and assigns, from and against any and all liabilities, losses, damages, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) associated with or incurred as a result of any claim, action, or proceeding brought by a third party arising out of or relating to (i) any breach of such Party's representations, warranties, covenants and obligations under this Agreement; (ii) such Party's gross negligence or willful misconduct in performing its obligations under this Agreement; or (iii) such Party's failure or alleged failure to comply with all applicable laws or regulations; provided each Party shall promptly notify the other Party in writing of any such claim, action or proceeding, promptly give the other Party the opportunity to assume sole control of the defense or settlement of such claim, action or proceeding and give the other Party all necessary information and assistance (at the other Party's sole expense) in connection with such defense and settlement. Either Party shall have the right to retain counsel and participate in such defense or settlement. Neither Party shall settle any matter subject to indemnification without the prior written consent of the other Party; provided, however, that such consent shall not be required if the settlement will not impose any restriction or liability on the other Party that is not fully discharged.

15. NOTICES.

All notices, requests, consents and invoices required or permitted under this Agreement shall be made in writing and delivered personally or sent by mail or e-mail to the applicable Party to the following addresses:

IF TO CLIENT:

Monrovia Unified School District
Attn: Ronald Jenkins
325 East Huntington Drive
Monrovia, CA, 91016
P: (626)471-2000
Email: rjenkins@monroviaschools.net

IF TO RO HEALTH:

Ro Health, LLC
Attn: Chief Administrative Officer
440 N Barranca Ave #1884
Covina, CA 91723
P: (888) 552-9775 F: (888) 607-2889
Email: contracts@rohealth.com

16. DAMAGES.

In no event shall either Party be liable for any incidental, consequential, exemplary, special or punitive damages or expenses or lost profits, even if such Party has been advised of the possibility of such damages, under or in connection with this Agreement, regardless of the form of action.

17. SEVERABILITY.

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement. Any waiver by a Party to declare a breach or seek any remedy available to it under this Agreement or by law will not constitute a waiver as to any past or future breaches or remedies.

18. INDEPENDENT CONTRACTOR.

Each Party to this Agreement hereby agrees, represents and warrants that it is an independent contractor and is not any other Party’s agent or employee or partner or joint venturer for any purpose whatsoever.

19. ASSIGNMENT.

No Party may assign its rights or delegate its obligations under this Agreement without the prior written consent of the other Party.

20. ENTIRE AGREEMENT; MODIFICATION.

This written Agreement constitutes the entire Agreement between the Parties and all negotiations and understandings have been included in this Agreement. No other understandings, agreements, representations, or warranties relating to the subject matter of this



Agreement, whether written or oral, have been made to RO HEALTH by the CLIENT or to the CLIENT by RO HEALTH. This Agreement shall supersede any other communication between the Parties as to the subject matter herein.

This written Agreement may be modified, amended, or rescinded only by a written agreement executed by both Parties.

21. COUNTERPARTS.

This Agreement may be signed in one or more counterparts, each of which shall be binding and all of which shall be taken together as one and the same agreement.

IN WITNESS WHEREOF, this Agreement has been signed by duly authorized representatives of the Parties on the day and the year first written above.

CLIENT

Printed Name

Signature

Date

RO HEALTH, LLC

Alexandria Oleson

Printed Name

 *Alexandria Oleson*

Signature

6/2/2025

Date

EXHIBIT A
PERSONNEL HOURLY RATES FOR CLIENT

Nursing Rates 25-26	
Administrative Assistant	\$43.79
UAP (CNA / MA / Health Office Asst)	\$51.88
Licensed Vocational Nurse (LVN)	\$62.27-\$68.17
Registered Nurse (RN)	\$80.43-\$89.24
Credentialed School RN	\$120.17 - \$167.19
Therapy Rates 25-26	
Physical Therapist	\$121.91 - \$132.41
Physical Therapy Asst.	\$71.64 - \$76.14
Occupational Therapist	\$111.01 - \$121.51
Certified Occupational Therapy Asst	\$71.64 - \$76.14
Speech Language Pathologist	\$143.04 - \$153.54
Speech-Language Pathology Asst	\$71.64 - \$76.14
Virtual Occupational Therapist	\$105.51 - \$111.01
Virtual Speech Therapist	\$111.01 - \$121.51
Behavioral Rates 25-26	
Licensed Clinical Social Worker	\$98.90 - \$115.20
Licensed Marriage Family Therapist	\$98.90 - \$115.20
Non-Instructional Paraprofessional	\$41.60
Instructional Paraprofessional	\$41.60
Behavioral Class Aide	\$50.81
Registered Behavioral Tech	\$58.78
Board Certified Behavior Analyst	\$100.00 - \$125.00
School Psychologist	\$103.85 - \$120.96
School Counselor	\$93.85 - \$110.96
Special Education Teacher	\$93.85 - \$110.96

In no event will CLIENT request that a Non-Instructional Paraprofessional perform the duties of an Instructional Paraprofessional.

WORKWEEK. RO HEALTH's calendar work week is Sunday through Saturday. Billing periods commence on Sunday, the first day of the workweek.

WEEKEND. RO HEALTH shall bill CLIENT an additional two dollar (\$2.00) per hour weekend differential rate. Weekend rates commence Friday at 10:00 p.m. through Monday at 6:00 a.m.

OVERTIME. RO HEALTH shall bill CLIENT a time and one-half (1.5) rate for all hours worked in excess of forty (40) per week or according to applicable state law.

ORIENTATION. Personnel hourly rates will be billed for all time spent in CLIENT orientation.

MILEAGE. Either (i) during the course of, or while driving to work, if a RO HEALTH employee travels greater than sixty (60) miles roundtrip, or (ii) in the event a RO HEALTH employee must



travel between worksites for CLIENT during the course of a work day, RO HEALTH shall bill for each mile traveled at the current POV Mileage reimbursement rate established by the U.S. General Services Administration.

HOLIDAYS. A time and one-half (1.5) rate will be billed on holidays recognized by the U.S. Office of Personnel Management. Holiday rates will apply to shifts beginning at 10:00 p.m. before the holiday through 10:00 p.m. during the holiday.

CLIENT

Printed Name

Signature

Date

RO HEALTH, LLC

Alexandria Oleson

Printed Name

 *Alexandria Oleson*

Signature

6/2/2025

Date

CONTRACT SUPPLEMENT

Dear Staffing Partner:

RO HEALTH, LLC is a Joint Commission certified healthcare staffing company. We appreciate our partnership, and we are continuously taking steps to improve our level of service. In compliance with our Joint Commission certification, we are including this contract supplement to notify you about important aspects of our business relationship.

Employee Performance Evaluation

RO HEALTH seeks to provide its clients with exceptional healthcare providers. To ensure that our providers are delivering exceptional patient care mixed with excellent customer service, we seek feedback from CLIENT supervisors continuously and, on an annual basis, through a web-based digital evaluation. We appreciate your cooperation in providing accurate feedback that will help our providers meet your needs.

Company Performance Evaluation

RO HEALTH seeks to provide its clients with exceptional service. We strive to provide our clients with timely and accurate communication, collaborative and informed problem solving, clear and accurate invoicing, and warm and friendly customer service. To ensure that end, we conduct annual company evaluations through a web-based digital evaluation. We appreciate your cooperation with providing accurate feedback that will help RO HEALTH support staff meet your needs.

STATstaff™

RO HEALTH takes steps to prepare its providers to deliver exceptional patient care before they arrive at your site. This means, we gather important information about you that will allow new providers to familiarize themselves with the nuances of your site before they commence work. RO HEALTH uses STATstaff™ to track and communicate that important information to its providers so that they are prepared to meet your expectations. We appreciate your cooperation gathering information about your site so we can help ensure our providers are comfortable and perform well in their assignments.

Office Hours

RO HEALTH is available 24x7x365 by phone at 888.552.9775. RO HEALTH's office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Incident Report Process

In the event a RO HEALTH provider is involved in an incident, error, near miss or sentinel event, RO HEALTH will act swiftly to address the event appropriately. A RO HEALTH HR person will supply the RO HEALTH provider with an incident report form and may ask the RO HEALTH employee to take a drug test. And, upon request, will send the incident report form to the CLIENT supervisor. We appreciate your cooperation gathering information so we can address events in the most appropriate manner necessary. If you would like us to orient RO HEALTH



Providers to your policies and/or procedures related to an incident, please contact RO HEALTH Human Resources at hr@rohealth.com.

In the event there is an occupational safety hazard or event that involves a RO HEALTH provider, the event should be communicated as soon as practicable to the RO HEALTH Human Resources at hr@rohealth.com.

Complaint/Grievance Process

RO HEALTH actively solicits feedback from all its stakeholders on a continuous basis. In the event RO HEALTH receives a complaint, a RO HEALTH HR person will swiftly commence an investigation and follow up within seventy-two (72) hours.

RO HEALTH Employees

RO HEALTH does not use subcontractors. Providers are employees of RO HEALTH.

Competency

RO HEALTH takes steps to ensure that it provides competent providers. All providers are thoroughly screened to ensure that they are comfortably able to deliver patient care within their areas of clinical competence. RO HEALTH aims to only place providers in areas of practice within the scope of their license, registration, certification, or clinical competence.

Floating

RO HEALTH employees may be reassigned by CLIENT as long as such reassignment is within the scope of the employee's professional competence and in accordance with the terms of this Agreement.

Conflict of Interest

RO HEALTH discourages any conflict of interest as defined by what occurs when an interested person has a financial interest individually or as it relates to a family member, which is disclosed as or found to (a) impair the individual's objectivity, or (b) create an unfair competitive advantage for any person or organization other than RO HEALTH. Conflict of interest means more than individual bias. There must be a financial interest that could directly affect the work or services to be considered a conflict.

Thank you again for the opportunity to work together. We look forward to growing our partnership.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

2. 24/25-1124 - AGREEMENT WITH THE SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP

RECOMMENDATION

The Board of Education is requested to approve an agreement with the San Gabriel Valley Economic Partnership (SGVEP) to support the Career Technical Education grant, effective from July 1, 2025, until June 30, 2026.

Rationale:

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

Background:

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

Budget Implication (\$ Amount):

The SGVEP service agreement for all Monrovia High School pathways totals \$32,162. These costs will be funded through Monrovia's portion of the Career Technical Education Incentive Grant (CTEIG), Round 10.

Legal References:

Education Code 17604 requires the Board of Education to approve agreements and contracts.

Additional Information:

A copy of the SGVEP service agreement is attached.

ATTACHMENTS

SGVEP Agreement 2025-26

**2025 San Gabriel Economic Partnership
Proposal for Industry Intermediary**

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

WHEREAS the District intends to engage the Partnership to perform the services noted in Exhibit A, effective July 1, 2025, under the following terms and conditions:

- I. **Services.** The Partnership agrees to provide Exhibit A services to the District in support of the Career Technical Education grant objectives (e.g. Career Technical Education Incentive Grant and/or K12 Strong Workforce Program grant) including, but not limited to, educational outreach with local businesses, community organizations, institutions of higher education, secondary schools and other entities seeking workforce development.
- II. **Payment.** In consideration for the services to be performed by the Partnership, the District agrees to pay the Partnership up to \$32,162 (Exhibit B) for the completion of services performed. The Partnership will be paid in equal quarterly installments. The Partnership shall provide the District with an invoice and report of expenses and fees incurred prior to payment and the District will pay Partnership within five (5) business days of submitted invoice.
- III. **Termination of Agreement.** This Agreement shall terminate on June 30, 2026 and may be renewed with the approval of the Partnership and District. The Partnership and District may terminate this Agreement at any time by providing 30 days’ written notice to the other. Should the District terminate this Agreement, the District agrees to pay the Partnership any and all fees and expenses earned and still outstanding up to the effective date of termination.
- IV. **Entire Agreement.** This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understanding between the Partnership and District.

San Gabriel Valley Economic Partnership

Monrovia Unified School District

Representative Signature

Representative Signature

Print Name

Paula Hart Rodas, Ed.D., Superintendent
Print Name & Title

Date

June 25, 2025
Date

Exhibit A: 2025-2026 Scope of Work Agreement for Industry Intermediary

**Clients: Foothill Consortium, represented by:
Azusa USD, Charter Oak USD, Duarte USD, Monrovia USD**

SCOPE

1. Work Based Learning
 - a. Work-Based Learning Planning – Contractor will coordinate meetings during the academic year with site CTE leads and CTE teachers to develop, support and schedule student-centered site activities, including career awareness and exploration opportunities, for grades 7-12 students
 - b. Work-Based Learning Activities – Contractor will assist in coordination and support for all CTE activities including recruiting business partners as guest speakers, identifying hosts for work site tours, scheduling job shadows and mock interviews with business partners, and coordinating a comprehensive summer internship program for high school students
 - c. Contractor will coordinate fundraising for internship scholarships, stipends and income opportunities in collaboration with the San Gabriel Valley Foundation for Economic Growth, a 501(c)(3) entity of the San Gabriel Valley Economic Partnership
 - d. Contractor will assist CTE teachers in completing the NAF work-based learning continuum documents
2. Advisory Boards
 - a. Industry Specific Advisory Boards – Contractor will recruit, coordinate and schedule with CTE leads, CTE teachers, and CTE student representatives an advisory board reflecting each pathway (ie Health, Engineering, Culinary, Automotive Technology, Computer Science, Entrepreneurship, Digital Studies etc). Advisory boards will meet up to 3 times per year to assist and support all WBL initiatives including curriculum development
 - b. Regional Advisory Board Meetings – Contractor will coordinate and schedule a convening of all advisory board members and stakeholders from each industry sector at the start of the academic year to review and set goals and at the end of the academic year to assess goal attainment
 - c. Contractor will assist districts in updating their advisory lists for board approval to comply with grant requirements (Perkins, CTEIG, and K12SWP)
 - d. Contractor will develop and coordinate CTE showcase activities with schools and advisory councils for grades 7-12 students
3. Teacher Support
 - a. Standards - Contractor will coordinate professional development with teachers and support staff to develop CTE action plans and calendar- to be done 1st semester

- b. Teacher Externships - Contractor will identify companies willing to host externships for CTE teachers related to the industry pathway they teach
 - ~~c. Teachers may develop a lesson plan for their CTE classes on relevant industry information gleaned at the externship~~
 - ~~d. Counseling - Contractor will coordinate professional development for counselors to review CCI measure updates, CCI data, and Aeries Student CCI Summary, and 6-year plans~~
 - ~~e. NAF - Contractor will work with NAF to support NAF initiatives and expectations for NAF Academies within the Consortium and assist with completing NAF Track assessments~~
 - ~~f. CTSOs - Contractor will coordinate with teacher/site leads for CTSO participation and engagement including establishing new CTSOs, keeping teachers informed of upcoming events, and developing CTSO budgets with district leads~~
 - ~~g. Contractor will assist CTE teachers to explore other certification opportunities for students~~
4. Communication and Outreach – Contractor will provide regular communication to all Consortium members and stakeholders regarding the status of programs, initiatives, events and outcomes.
- a. Tracking and Reporting – Contractor will deliver a monthly report for Consortium District Leads regarding all deliverables pertaining to the scope of work outlined
 - ~~b. Student Recruitment - Contractor will coordinate with school and district administration, teachers, counselors; identify and engage under-represented students (SED/FRL, Hispanic, /SPED) with intentional counseling strategies that provide ongoing monitoring and assistance to increase access to high wage, high demand careers~~
 - ~~c. Marketing - Contractor will develop and implement marketing strategies to increase enrollment and participation in pathway courses and WBL activities~~
5. Grant Management
- a. Contractor will actively pursue and support the Consortium on available funding opportunities in order to sustain CTE programming
 - ~~b. Contractor will manage existing grants, including budget and reporting aspects~~
 - c. Contractor will research and identify requirements and funding to develop preapprenticeships/apprenticeships

Exhibit B

Itemized Allocation and Distribution of District Expense

Total Allocation to San Gabriel Valley Economic Partnership for services rendered		\$166,700	\$123,700
Allocation for consultation services		\$135,000	\$100,000
Training and advocacy efforts (registrations, travel, materials resources)		\$ 5,000	
WBL expenses			
Student activities (ie., registrations, transportation, materials, resources)		\$ 7,200	
Teacher support (ie., trainings, materials)		\$ 750	
Advisory Board meetings		\$ 750	
Administrative fees (clerical support, use of space, materials)			\$ 10,000
District responsibility for expenses based on Grades 7-12 ADA			
Azusa USD (33%)	\$40,821	\$ 55,011	
Charter Oak USD (25%)	\$30,925	\$ 41,675	
Monrovia USD (26%)	\$32,162	\$ 43,342	
Duarte USD (16%)	\$19,792	\$ 26,672	
		\$166,700	\$123,700

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

3. 24/25-1125 - AGREEMENT WITH CURRICULUM ASSOCIATES FOR THE i-READY LICENSE

RECOMMENDATION

The Board of Education is requested to approve the renewal of the agreement with Curriculum Associates for i-Ready licenses for the district's five elementary schools and Mountain Park School. This agreement includes professional development for teachers, interventionists, administrators, and instructional coaches during the 2025-26 school year.

Rationale:

iReady provides personalized instruction and diagnostic assessments in both English Language Arts (ELA) and math. Monrovia Unified School District currently utilizes iReady in all elementary and middle schools as a valuable resource for academic intervention and acceleration. iReady is an online program for reading and mathematics that identifies each student's present levels of performance and tailors instruction to improve their skills. The program provides teachers with actionable data that helps them determine each student's needs, personalize their learning, and monitor their progress throughout the school year. Students who have used iReady have demonstrated significant gains. This agreement will maintain the use of i-Ready to include all elementary and middle school students, all teachers in grades K-5, and all English and math teachers in grades 6-8, providing personalized support for students in both ELA and math. Professional development is provided for teachers, interventionists, administrators, and instructional coaches to support their capacity to analyze iReady data and identify strategies for supporting students who need additional support.

Background:

i-Ready has been a tool used in MUSD for the past twelve years. Since the 2022-23 school year, i-Ready has expanded to include all students in grades K-8, in both math and ELA.

Budget Implication (\$ Amount):

The total cost for the professional development and renewal of all licenses for the 2025-26 school year is \$124,279.50, to be funded with Supplemental and Concentration (S&C) funds.

Legal References:

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

Additional Information:

A copy of the i-Ready quote is attached.

ATTACHMENTS

Curriculum Associates®

Prepared For:

Geoffrey Zamarripa
Monrovia USD
325 E Huntington Dr,
Monrovia, CA 91016

i-Ready Renewal Quote for the 2025-2026 School Year*

6/3/2025

Dear Geoffrey Zamarripa,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2025-2026 Quote ID: 408188.5 Quote Valid through: 12/31/2025

Product	List Price	Net Price
i-Ready	\$116,110.00	\$110,479.50
Professional Learning	\$13,800.00	\$13,800.00
i-Ready Partners Services	\$10,000.00	\$0.00
	List Total:	\$139,910.00
	Savings:	\$15,630.50
	Shipping/Tax/Other:	\$0.00
	Total:	\$124,279.50

Thank you again for your interest in Curriculum Associates.

Sincerely

Patti Savage
(840) 977-8716
psavage@cainc.com

i-Ready Partners Services Includes:

- **Initial Implementation Services:** Provisioning, Initial Rostering, Hosting, Technology Assessment
- **Implementation Management:** Partner Success Manager You Know On A First Name Basis, Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management
- **Staff Development Consultation and Resources:** Consultative services to help you plan and make the most of Professional Learning sessions; Access to Online Educator Learning (OEL) Digital Courses, and i-Ready Central Self-Service Resources
- **Technical Support:** Proactive Network Monitoring & Issue Notification, Annual Health Check, Technical Support

Please submit this quote with your purchase order

Curriculum Associates®

Quote ID: 408188.5 Date: 6/3/2025 Quote Valid through: 12/31/2025

Prepared For:

Geoffrey Zamarripa
 Monrovia USD
 325 E Huntington Dr,
 Monrovia, CA 91016
 gzamarripa@monroviaschools.net
 6264712700

Your Representative:

Patti Savage
 (840) 977-8716
 psavage@cainc.com

i-Ready Renewal Quote for the 2025-2026 School Year*

Bradoaks ES 930 E Lemon Ave, Monrovia, CA 91016

Total Building Enrollment: 400, Grade Range: PK - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	1	\$2,300.00	\$2,300.00	\$2,300.00
i-Ready Assessment and Personalized Instruction Math and Reading Site License 351-500 Students 1 Year	K-8	15003.0	1	\$20,350.00	\$19,332.50	\$19,332.50
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$21,632.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$21,632.50

Mayflower ES 210 N Mayflower Ave, Monrovia, CA 91016

Total Building Enrollment: 565, Grade Range: PK - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	1	\$2,300.00	\$2,300.00	\$2,300.00
i-Ready Assessment and Personalized Instruction Math and Reading Site License 501-800 Students 1 Year	K-8	15004.0	1	\$23,970.00	\$22,771.50	\$22,771.50
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$25,071.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$25,071.50

Monroe ES 402 W Colorado Blvd, Monrovia, CA 91016

Total Building Enrollment: 530, Grade Range: PK - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	1	\$2,300.00	\$2,300.00	\$2,300.00
i-Ready Assessment and Personalized Instruction Math and Reading Site License 501-800 Students 1 Year	K-8	15004.0	1	\$23,970.00	\$22,771.50	\$22,771.50
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$25,071.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$25,071.50

Monrovia USD 325 E Huntington Dr, Monrovia, CA 91016

Total Building Enrollment: 3244, Grade Range: PK - 12

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Professional Learning Add On Leadership Session AY 25-26	Multiple	38631.0	1	\$0.00	\$0.00	\$0.00
Subtotal:						\$0.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$0.00

Mountain Park School 950 S Mountain Ave, Monrovia, CA 91016

Total Building Enrollment: 50, Grade Range: 7 - 12

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	1	\$2,300.00	\$2,300.00	\$2,300.00
i-Ready Assessment and Personalized Instruction Math Per Student License 1 Year	Multiple	13087.0	50	\$35.00	\$35.00	\$1,750.00
i-Ready Assessment and Personalized Instruction Reading Per Student License 1 Year	Multiple	13089.0	50	\$35.00	\$35.00	\$1,750.00
Subtotal:						\$5,800.00
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$5,800.00

Plymouth ES 1300 Boley St, Monrovia, CA 91016

Total Building Enrollment: 638, Grade Range: PK - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	1	\$2,300.00	\$2,300.00	\$2,300.00
i-Ready Assessment and Personalized Instruction Math and Reading Site License 501-800 Students 1 Year	K-8	15004.0	1	\$23,970.00	\$22,771.50	\$22,771.50
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$25,071.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$25,071.50

Wild Rose ES 232 Jasmine Ave, Monrovia, CA 91016

Total Building Enrollment: 400, Grade Range: PK - 5

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Professional Learning Session (up to 6 hours) AY 25-26	Multiple	38558.0	1	\$2,300.00	\$2,300.00	\$2,300.00
i-Ready Assessment and Personalized Instruction Math and Reading Site License 351-500 Students 1 Year	K-8	15003.0	1	\$20,350.00	\$19,332.50	\$19,332.50
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27939.0	1	\$2,000.00	\$0.00	\$0.00
Subtotal:						\$21,632.50
Shipping:						\$0.00
Tax:						\$0.00
School Subtotal:						\$21,632.50

Total		
	List Total:	\$139,910.00
	Savings:	\$15,630.50
	Merchandise Total:	\$124,279.50
	Voucher/Credit:	\$0.00
	Estimated Tax:	\$0.00
	Estimated Shipping:	\$0.00
	Total:	\$124,279.50

Special Notes

5% discount applied to i-Ready site licenses based on scope of quote.
 All i-Ready purchases require professional learning.
 *All elementary sites will be K-6 as of the 2025/2026 school year. Mountain Park is a K-12 Independent Study School. This quote reflects projected enrollment numbers for the 2025/2026 school year.

F.O.B.: N. Billerica, MA 01862
 Shipping: Shipping based on MDSE total
 Terms: Net 30 days, pending credit approval
 Fed. ID: #26-3954988

Paula Hart Rodas, Ed.D.
 Superintendent

June 25, 2025
 Date



Please submit this quote with your purchase order

Y7

Curriculum Associates®

Information on Professional Learning Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PL sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PL sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PL Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to pdoperations@cainc.com.



Unparalleled Service and Educator Support

The *i-Ready Partners* team was born from our core value: the quality of our services is as important as the quality of our products. Know that when you implement our programs, your local *i-Ready Partners* will be there to support your team every step of the way.

Service Components

Our *i-Ready Partners* team is tasked with helping you implement our programs to meet ambitious district goals. *i-Ready Partners* support includes:

- **An Account Manager You Know on a First-Name Basis:** Dedicated account managers are your point of connection to a powerful network of *i-Ready* experts focused on making your implementation successful.
- **Consultative Professional Development Planning:** Tailored professional development plans ensure that PD is tied to your implementation goals and that educators are equipped to optimize the use of our programs from day one.
- **Real-Time Achievement Data after Every Assessment:** Detailed student achievement analytics to empower data-driven practices in classrooms.
- **Educational Consultants to Help You Know What's Coming Next:** Educational consultants to keep you up to speed on our latest research, development, and best practices.
- **Technical Support and Health Checks:** Proactive support that anticipates and heads off issues before they start—and is there for you should they arise.



Account Management



Professional Development



Educational Consultants



Achievement Analytics



Technical Support

Your *i-Ready Partners* Team

Dedicated to helping you implement *i-Ready* programs and achieve your district goals



Curriculum Associates®

Placing an Order

Email: Orders@cainc.com

Fax: 1-800-366-1158

Mail:

ATTN: CUSTOMER SERVICE DEPT.

Curriculum Associates LLC

153 Rangeway Rd

North Billerica, MA 01862-2013

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions.

Please attach quote to all signed purchase orders.

If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to exempt@cainc.com.

Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- White Glove Delivery Service \$500/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$400/shipment location
- Freight Storage \$600 /shipment location
- Freight Carrier Redelivery \$100/pallet

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing AR@cainc.com.

Please send any payment notifications to payments@cainc.com. Credit card payments are only accepted for purchases under \$50,000.

Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at invoices@cainc.com or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at i-ready.com/support. Customer's professional-learning sessions will expire two years following the date of your purchase order or the implementation year noted on your quote, whichever comes first and are subject to the Professional Learning Terms of Service, which can be found at i-ready.com/support.

Return Policy

For any non-print products - your subscription may be terminated and you may request a pro-rata refund for unused services within 90 days of license start date. For Professional Learning services, you may request a refund for unused services within 90 days of purchase date. After 90 days, your non-print products and Professional Learning purchase shall be final and no refunds are available. Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased print materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 2) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

4. 24/25-1126 - AGREEMENT WITH CARE SOLACE, INC.

RECOMMENDATION

The Board of Education is requested to approve the renewal of an agreement with Care Solace, Inc. for access to the online platform that facilitates community access to local mental health services, effective July 1, 2025, through June 30, 2026.

Rationale:

Care Solace provides a collection of tools and services to manage and operate a version of Care Solace that is branded with Monrovia Unified School District's (MUSD) name and provides information related to treatment options for various forms of mental health. This online platform increases awareness and access to mental health agencies for families, teachers, and administrators that have been vetted through industry-approved regulatory processes. Further, the agreement with Care Solace will provide non-personally identifiable information that will allow for data-driven decision making in the monitoring of our mental health services.

Background:

Care Solace facilitates community access to local mental health services while also ensuring that each provider has met minimum service requirements, has maintained their licensure status with the applicable state licensing authority, and that service providers have met accreditation criteria for the Joint Commission Accreditation Health Care Certification, Commission on Accreditation of Rehabilitation Facilities, or similar accreditation organization standards. This renewal represents the eight year of MUSD's partnership with Care Solace.

Budget Implication (\$ Amount):

The annual cost for the online platform is \$13,750 and will be paid from Local Control and Accountability Plan (LCAP) funds.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

[Care Solace Agreement 2025-26](#)

AMENDMENT TO RENEW SERVICE AGREEMENT

This amendment to renew the Service Agreement (the “**Amendment**”) is effective as of the date of the last signature between Monrovia Unified School District a California public school district (hereinafter “**School District**”), and Care Solace, Inc., a Delaware corporation (hereinafter “**Care Solace**”). School District and Care Solace may be referred to individually as “**Party**,” or collectively as “**Parties**.”

RECITALS

WHEREAS, School District and Care Solace have entered into a Service Agreement dated July 1, 2021, with a current term from July 1, 2024, through June 30, 2025 (the “**Service Agreement**”); and

WHEREAS, the Parties agree that they wish to renew the Service Agreement for a term beginning on July 1, 2025 and continuing through June 30, 2026 (the “**Renewal Term**”); and

WHEREAS, the Parties agree that it is their mutual intention by execution of this Amendment that the Service Agreement and any addenda or amendments thereto shall be renewed in full for the Renewal Term, subject to the revisions expressly set forth herein, and that the Service Agreement and any addenda or amendments, as modified by this Amendment, shall be binding upon the Parties.

NOW, THEREFORE, in consideration of the matters described above and of the mutual benefits and obligations set forth in the Service Agreement and any addenda or amendments thereto, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

A. Additional Service Agreement Terms

The Parties hereby agree that the below referenced additional terms shall be incorporated into the Service Agreement and shall be binding upon the Parties:

10.2 A Renewal Term of this Agreement will begin on July 1, 2025, and continue through June 30, 2026. Notwithstanding anything to the contrary, thereafter, this Agreement will not automatically renew.

15.3 For the Renewal Term from July 2, 2025 through June 30, 2026, School District will pay \$13,750 to Care Solace on or around July 1, 2025.

B. Incorporation of Service Agreement Terms and Conditions

Other than the Additions set forth in Section A above, the Service Agreement and any addenda or amendments thereto are incorporated here by this reference as though fully set forth herein and the Parties agree that all of the Terms and Conditions of the Service Agreement are in effect during the Renewal Term.

SIGNATURES ON NEXT PAGE – REMAINDER OF PAGE INTENTIONALLY BLANK

IN WITNESS WHEREOF the Parties hereto have executed this Amendment as of the date of the last signature below.

Care Solace, Inc. ("Care Solace")

Printed Full Name: Anita Ward
Title: Chief Growth Officer

Signature: *Anita Ward*

Date: 06-03-2025

Monrovia Unified School District ("School District")

Printed Full Name: Dr. Paula Hart Rodas
Title: Superintendent

Signature: _____

Date: 06-25-2025



Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

5. 24/25-1127 - AGREEMENT WITH HAZEL HEALTH INC. AND TELEHEALTH SERVICES USA

RECOMMENDATION

The Board of Education is requested to approve the renewal of the agreement with Hazel Health Inc. and Telehealth Services USA. This agreement will provide telehealth-based professional healthcare services, therapy, and counseling for students in all schools within the Monrovia Unified School District. The agreement will be effective from July 1, 2025, to December 31, 2025.

Rationale:

Hazel Health Inc. and Telehealth Services USA partner with school districts to provide all students with access to timely mental health support regardless of insurance or immigration status. Hazel Health connects students to culturally competent therapists skilled at addressing the unique needs of children and teens. Virtual therapy sessions can be facilitated at school and at home at no cost to families.

Background:

Hazel Health engages practitioners in various states, including the State of California, who are qualified and experienced in providing telehealth-based therapy and counseling services. Hazel Health is in the business of assisting school districts by providing virtual therapy sessions, which could be accessed at home or during school hours at no cost to families. Hazel Health services are available to all students, regardless of insurance or citizenship status. When needed, Hazel could also help connect students to long term care in their community. Hazel Health complies with all federal and state laws and regulations, including the Health Insurance Portability and Accountability Act of 1996 and the Family Educational Rights and Privacy Act.

Budget Implication (\$ Amount):

There will be no cost to the district.

Legal References:

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

[Hazel Health Agreement 2025](#)



Amendment to Behavioral Master Services Agreement Between Monrovia Unified School District, Hazel Health Inc, and Telehealth Services USA

This amendment, made and entered into on June 9, 2025 (the " Amendment "), is to amend the Behavioral Master Services Agreement (the "Agreement") between Monrovia Unified School District ("District"), Telehealth Services USA and Hazel Health Inc (collectively the "Company") dated November 9, 2023. The terms of the Agreement are fully incorporated herein, and shall remain in effect, except as expressly amended herein.

WITNESSETH:

WHEREAS, it has been determined that the District and the Company would like to amend the Agreement as described below.

1. The Agreement is extended from July 1, 2025 until December 31, 2025.

2. For the Behavioral Health of services in the Agreement, the District will compensate Hazel \$0.00 per student for a total of \$0.00 for 5,047 students as a Platform Fee for the Term of this Agreement. The Platform Fee is compensation for software, care coordination, technology usage and training and for all student cost share responsibility when allowed by law. Hazel Health may bill third parties for any services rendered and eligible for reimbursement.

3. The Agreement is extending through December 31, 2025, dependent if funding is received by September 30, 2025. If funding is not received by September 30, 2025, this Amendment will be null and void.

WHEREAS, in consideration of the Parties to amend their original obligations in the existing Agreement, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to keep, perform and fulfill the terms and conditions and agreements below

IN WITNESS WHEREOF, the undersigned have caused this Amendment to be duly executed as of the date first above written. All other provisions remain unchanged.



Monrovia Unified School District

By:

Name: Dr. Paula Hart Rodas

Title: Superintendent

Date: 06/25/2025

Company: Hazel Health Inc

By:  Andrew Post

Name: Andrew Post

Title: President

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

6. 24/25-1128 - MEMORANDUM OF UNDERSTANDING WITH D'VEAL FAMILY AND YOUTH SERVICES

RECOMMENDATION

The Board of Education is requested to approve the renewal of a Memorandum of Understanding with D'Veal Family and Youth Services. This agreement will provide mental health services to identified students in the Monrovia Unified School District from July 1, 2025, through June 30, 2026.

Rationale:

This Memorandum of Understanding is to provide mental health services to Monrovia Unified School District students and families through therapeutic interventions that assist with student functioning within an educational setting and to reduce symptoms and restore or maintain levels of functioning consistent with requirements of learning, development, independent living, and enhanced self-sufficiency.

Background:

Budget Implication (\$ Amount):

There is no cost to the District as D'Veal receives funds from Medi-Cal.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

[D'Veal MOU 2025-26](#)

CELEBRATING 20 YEARS



PROVIDING BEHAVIORAL HEALTHCARE SERVICES

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN
D'VEAL FAMILY AND YOUTH SERVICES
AND
MONROVIA UNIFIED SCHOOL DISTRICT**

This Memorandum of Understanding (MOU) is entered by the above parties and shall commence on **July 1, 2025**, and continue through **June 30, 2026**. Either party, however, may modify, amend, or terminate this MOU with 30 days written notice.

The purpose of this agreement is to identify and stipulate the type and extent of services to be provided by

D'Veal Family and Youth Services (D'Veal) to Monrovia Unified School District (District).

I. PURPOSE

The purpose of this program is to work together towards the mutual goal of providing **Outpatient Mental Health Services** to improve student functioning within an educational setting.

II. GOAL

The goal is to address specific behaviors through therapeutic interventions that increase student functioning within an educational setting and to reduce symptoms and restore or maintain levels of functioning consistent with requirements of learning, development, independent living, and enhanced self-sufficiency.

III. SERVICES PROVIDED

D'Veal shall:

1. Provide the following mental health services to students and families who qualify for services:
 - Mental health services for youth and their families;
 - One-on-one counseling sessions with students;
 - Family counseling for program participants; and
 - Peer groups.
2. Will conduct an "Alive and Free" program, designed to keep young people alive and free, unharmed by violence and keeping young people in school. The goal of the program is to provide young people with the opportunity and support to build positive lives for themselves and to move into contributing roles in society.
3. Certify that its staff and/or trainees providing the services designated are adequately trained and prepared according to the prevailing professional standards to provide such services.
4. Certify that it shall provide reasonable and adequate supervision of its staff and/or trainees providing the services designated above.
5. Participate in the pre-screening process and identify the mental health needs of students.
6. Contact school and/or referring school personnel of referral to inform them of first appointment date (intake date) and/or services/linkage provided.
7. Provide triage/risk screening of students in conjunction with the school staff.
8. Provide training for screening and referring techniques on identifying students who are at-risk and require mental health services.
9. Provide School-linked¹ mental health services during and after school hours, during school vacations and summer vacations. Services will be provided on campus and/or at any location which is convenient for the student, parent, and clinician. During hours/days in which the campus is closed, other arrangements will be made with parents and students to coordinate services at D'Veal Clinics' main office site, at the student's home, or somewhere else in the community.
10. Provide consultation and share necessary information (with the appropriate releases of information forms signed by legal guardians) about the student's treatment status with school personnel to work collaboratively toward treatment and progress.

11. Have prerequisite TB testing and finger printing clearance and ensure all staff will have successfully met the fingerprinting requirements as defined in the California Education Code §45125 .1.
 - a. Shall work collaboratively with the school principal or his/her designee to prioritize and design the program elements to meet the needs of the school and the students.

District shall:

1. Complete referral process on all students referred to receive mental health services.
2. Inform clinical team of IEP/student meetings when a mental health referral is being considered.
3. Provide a room on the school site conducive to providing school-linked¹ therapeutic services, when needed.
4. Supports allowing the student to attend counseling during non-core classroom hours.
5. Provide a space on the school site to provide presentations.
6. Support and encourage through reinforcing therapeutic intervention goals to accomplish and maximize students' mental health treatment goals.
7. Work collaboratively with D'Veal in establishing and implementing procedures and protocols regarding child abuse reporting, confidentiality issues, suicidal management, and school site training.
8. Work collaboratively with D'Veal in determining an effective method to disseminate information to all students and their families regarding D'Veal's services.

IV. COMPLIANCE WITH LEGAL REQUIREMENTS

D'Veal Family and Youth Services and Monrovia Unified School District shall comply with all applicable HIPAA requirements and all federal, state and local laws and shall abide by all mandated statutes for the protection of family/client confidentiality. D'Veal agrees to serve all clients without regard to color, creed, religion, ethnicity, sex, sexual orientation, nationality, and/or physical or mental disability. Further, D'Veal specifically agrees to adhere to CA Code of Regulations, Title IX and LADMH contractual requirements for service delivery.

V. CONFIDENTIALITY

The District shall, during the term of this Agreement and for a period of five (5) years thereafter, maintain the confidentiality of confidential information disclosed by D'Veal ("Confidential Information") and to use such Confidential Information solely for the purposes expressly set forth herein. Confidential information shall mean any and all information disclosed to the District concerning D'Veal Family and Youth Services or specifically in connection with the services performed pursuant to this Agreement, including but not limited to, proprietary information, materials, know-how, and other data, both technical and non-technical. The District shall have no obligation of confidentiality and non-use with respect to Confidential Information which:

- (a) Is or later becomes generally available to the public by use or publication or the like, through no act or omission of the District;
- (b) Is obtained by a third party who had the legal right to disclose Confidential Information to the District;
- (c) Is already in the possession of the as evidenced by written documentation that Predates the District's receipt of Confidential Information; or
- (d) Is required by law, rule or regulation.

VI. PROVIDER'S AND SUBPROVIDER'S INSURANCE.

D'Veal shall not commence work under this MOU until it has obtained the insurance required under this paragraph and satisfactory proof of such insurance has been submitted to District and said insurance has been approved by the District. Except for worker's compensation insurance, the policy shall not be amended or modified, and the coverage amounts shall not be reduced without the District's prior written consent, and, the District shall be named as an additional insured and be furnished thirty (30) days written notice prior to cancellation.

D'Veal shall procure and shall maintain during the life of this MOU Worker's Compensation Insurance on all of its employees to be engaged in work on this project and in the case of any such work sublet, the D'Veal shall require the sub provider similarly to provide Worker's Compensation Insurance for all of the latter's employees.

D'Veal shall procure and shall maintain during the life of this MOU, public liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident, and property damage insurance in an amount not less than \$1,000,000. Any sub- provider employed in connection with the work shall maintain such insurance unless D'Veal's insurance covers the sub-provider and its employees.

VII. HOLD HARMLESS AGREEMENT

D'Veal shall save, defend , hold harmless and indemnify the District from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work on the property under the terms of this MOU, resulting in whole or in part from the negligent acts or omissions of D'Veal, any sub-providers, or any employee, agent, or representative of D'Veal and/or its sub-providers.

VIII. PERMITS AND LICENSES

D'Veal employees, agents, and sub-providers shall secure and maintain in force, at D'Veal's sole cost and expense, such licenses and permits as are required by law, in connection with the furnishing of services, materials, or supplies listed herein.

IX. LIMITATION OF LIABILITY AND INDEMNIFICATION

To the maximum extent provided by law, in no event shall either party be responsible for any special, indirect, consequential, exemplary damages of any kind, including loss profits and/or indirect economic damages whatsoever, and regardless of whether such damage arise from claims based upon contract, negligence, tort or otherwise.

D'Veal and the District shall mutually agree to defend, hold harmless, and indemnify the other and their officers, agents, and employees from any and all liabilities including, but not limited to any claims for damages from death,

sickness, or other personal injury or injury to property, including without limitation all consequential damages, for any cause whatsoever arising from or connected with its service hereunder, whether or not resulting from the negligence of their agents, or employees.

X. OPERATIONAL AND PROCEDURAL DETAIL

Any and all operational and procedural detail that is mutually agreed to by D'Veal and the District and deemed necessary to put in writing may be attached to this MOU as **Appendix 1**.

XI. ATTORNEYS' FEES

If any action is brought by either party against the other party hereunder, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in connection with the prosecution or defense of such action.

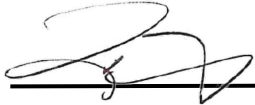
XII. GOVERNING LAW AND VENUE

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, this Agreement shall be interpreted under California law, the action shall be submitted to the exclusive jurisdiction of the applicable court in Los Angeles, California, and venue for the action shall be Los Angeles, California.

EFFECTIVE DATE OF AGREEMENT

This agreement shall become effective when signed by the following authorized person. All notices or correspondence related to this agreement should be directed to:

D'Veal Family and Youth Services
2750 E. Washington Blvd., Suite 230



Ronald Mills
Chief Operating Officer

Tel: (626) 296-8900
Fax: (626) 296-8911

June 25, 2025

Date

Monrovia Unified School District
325 East Huntington Drive
Monrovia, CA 91016

Tel: (626) 471-2000
Fax: (626) 471-2077

June 25, 2025

Date

Dr. Paula Hart Rodas
Superintendent

Appendix 1

D'Veal and Monrovia Unified School District (MUSD) Partnership

- D'Veal's function and role in MUSD is as a Partner not as an Advocate.
- D'Veal shall follow MUSD Policies and Procedures while on campus providing Mental Health Services.

Eligibility for Mental Health Services

- Every MUSD school is eligible to receive mental health services through a school-linked¹ program.
- D'Veal shall create a schedule of staffing providing Mental Health Services on MUSD's school campuses.

MUSD Staff Professional Development

- **Partnership with MUSD Student Support Services:** D'Veal shall collaborate with MUSD Student Support Services to offer professional development for staff, focusing on the function and role of D'Veal's mental health services.
- **Guest Access to Campus:** All D'Veal staff shall sign in at the front office upon arriving on campus.
- **Understanding D'Veal Roles:** Staff shall be educated on the roles of D'Veal personnel, including Therapists, Behavior Specialists, Parent Partners, and TBS Specialist (Therapeutic Behavioral Services) providers, particularly in conducting absenteeism home visits.
- **Clarification of D'Veal Services:** Clarification shall be provided to staff regarding D'Veal's role in the General Education setting and its services in relation to the Special Education program.
- **Support with Absenteeism:** D'Veal shall participate in SARB (School Attendance Review Board) meetings to support efforts in addressing absenteeism.

¹ School-Linked – refers to designated school sites that are not a certified DMH Provider Site and will have a confidential office space to be made available when providing services to clients.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

7. 24/25-1129 - AGREEMENT FOR THE PEAR DECK SUBSCRIPTION RENEWAL

RECOMMENDATION

The Board of Education is requested to approve an agreement with GoGuardian to renew the Pear Deck license subscription from September 1, 2025, to August 31, 2026.

Rationale:

GoGuardian is an educational technology company offering Pear Deck, a web-based application, to K-12 schools and teachers as a Google Slides Add-on. Teachers and students log into Pear Deck with their Gmail addresses, files are auto-saved in Drive, and everything is integrated with Google Classroom. Pear Deck enables every learner to engage with interactive activities and assessments on their computer while reducing the risk of negative peer feedback. Students are free to share ideas anonymously, discussing and learning from each other. Students' answers can be displayed anonymously on a classroom projector, so teachers can quickly see what each individual thinks on the Teacher Dashboard, and adapt, take a pause, backup, or even re-explain. Pear Deck allows for a positive and engaging learning environment where student achievement can be nurtured and grow.

Background:

Teachers have utilized Pear Deck for the past 5+ years to provide students with personalized learning opportunities, increased participation, and engaging content. In the 2023-24 school year, more than 75 teachers from schools at all levels utilized Pear Deck.

Budget Implication (\$ Amount):

The 1-year subscription cost is \$5,460.00 and will be funded from Supplemental and Concentration funds.

Legal References:

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

[Pear Deck - Q-461603](#)

ORDER FORM

QUOTE # Q-461603
DATE 6/2/2025
EXPIRATION DATE 9/30/2025



Bill To

Monrovia Unified School District (CA)
325 E Huntington Dr
Monrovia, California 91016
United States

Ship To

Monrovia Unified School District (CA)
325 E Huntington Dr
Monrovia, California 91016-6419
United States

Liminex, Inc.

dba GoGuardian and Pear Deck Learning
2030 E Maple Avenue Suite 100
El Segundo, California 90245
United States

Thank you for your interest in our products! This order form ("**Order Form**") identifies the Liminex products you have selected for subscription ("**Licensed Product(s)**"), the term of your initial subscription(s) to the Licensed Product(s) ("**Initial Term**"), the number of licenses included in your base subscription(s) ("**Licenses**"), as well as the fees associated with your base subscription(s), any Licenses you add to your subscription(s) during the Initial Term, and support and professional services related to the Licensed Product(s).

This Order Form, once executed by authorized representatives of Liminex, Inc. dba GoGuardian ("**GoGuardian**") and Pear Deck Learning ("**Pear Deck Learning**") on behalf of itself and its family of company Affiliates and products including Pear Deck, Inc. ("**Pear Deck**"), Snapwiz, Inc. referred to herein as "**Pear Assessment**", Zorro Holdco LLC referred to herein as "**Pear Deck Tutor**", and Pear Practice ("**Pear Practice**") (together, "**Liminex**", "**we**", "**us**", "**our**"), and the organization listed below ("**School**," "**you**" or "**your**"), and together with the Liminex Product Terms of Service and End User License Agreement available at <https://www.goguardian.com/policies/eula> and <https://www.peardeck.com/policies/product-terms-and-end-user-license-agreement> (the "**Terms**" and, together with this Order Form, the "**Agreement**"), forms a binding contract. All capitalized terms not defined in this Order Form have the meaning given to them in the Terms. In the event of any conflict between this Order Form and the Terms, the terms set forth in this Order Form will prevail, but solely with respect to this Order Form. We do not agree to any other terms, including without limitation any terms on your School's purchase order.

QTY	PART #	DESCRIPTION	START DATE	END DATE	UNIT PRICE	EXTENDED
4,000	GG-PRD1Y-003000	Pear Deck Subscription	9/1/2025	8/31/2026	\$1.14	\$4,560.00
2	ProServ-PT1Y-000001	Professional Product Training: One-hour, live virtual overview of product functionality for Admin users or teacher users. Commonly used for train-the-trainer programs.	9/1/2025	8/31/2026	\$450.00	\$900.00
TOTAL (USD):						\$5,460.00

Add-on Licenses. If during the Initial Term or during any Renewal Term, you would like to expand your base subscription(s) to include additional Licenses, please contact Liminex so that we can send you an additional Order Form for those 'add-on' Licenses ("**Add-Ons**"). If we do not hear from you and you deploy additional Licenses, we will send you an Order Form and invoice your Organization for subscriptions to the Add-Ons you use. Add-Ons, once deployed, will be rolled into your base subscription, and, collectively, are referred to as the "**Subscription**."

AZ/HI/SC/WA Customers: Sales tax will be added to the Fees quoted above.

RENEWAL SUBSCRIPTION TERM

Following the Initial Term, your Subscription (including any Add-Ons during the previous term) will automatically renew on an annual basis for successive 12-month periods (each, a "**Renewal Term**," and together with the Initial Term, the "**Term**") at our then-current fees (including an Innovation Increase as defined below) for such Subscription, unless you provide us with written notice of cancellation or written intent not to renew at least sixty (60) days prior to the end of the then-current Term. Your cancellation will take effect as of the last day of your then-current Term and you will not be charged for the upcoming Renewal Term. You will not be entitled to receive a refund or credit of any subscription fees paid for your then-current Term even if you elect not to use the Subscription for the remainder of that Term.

ORDER FORM

QUOTE # Q-461603
DATE 6/2/2025
EXPIRATION DATE 9/30/2025



RENEWAL FEES

We are dedicated to improving the Licensed Products on an ongoing basis through continued innovation in research and development. For this reason, following the Initial Term, the Subscription Fee-Per License Price for each Licensed Product will be subject to an automatic fee increase equal to 5% above the Subscription Fee-Per License Price you paid for the Licensed Product in the previous term ("**Innovation Increase**"). Order Forms and invoicing for Renewal Terms will reflect the Innovation Increase and your renewal subscription fees will be calculated using the increased fees for the number of Licenses included in your Subscription. You agree to pay the Subscription Fees, reflecting the Innovation Increase, due for each Renewal Term as described herein, unless you decide not to renew the Subscription with Liminex in accordance with this Order Form.

PAYMENT

Full payment of the Total Base Subscription Fees for Initial Term is required before access to the Subscription is provided for the Initial Term. Your School is responsible for all payment of fees associated with any Add-Ons. Payment for all fees, including any fees for Add-Ons, is due within thirty (30) days of invoice date. Payment of the applicable Total Base Subscription Fees (including fees for any Add-Ons) for each Renewal Term is also due up front in full in advance of each Renewal Term, Your School is responsible for all taxes and duties unless expressly included in this Order Form.

ORDER FORM

QUOTE # Q-461603
DATE 6/2/2025
EXPIRATION DATE 9/30/2025



SUPPORT RESPONSE TIME

Liminex will use commercially reasonable efforts to respond to customer support requests via emails, telephone, or online help desk, within the following time frame during our support hours between 8 a.m to 8 p.m Eastern Time, Monday through Friday, excluding public holidays.

Services Package	Average Response Time
Boost	2 business hours
Accelerate	2 business hours
Launch	4 business hours
Sustain	4 business hours

Professional Development Addendum:

A "Professional Development Service" means an end-user training to be conducted by a member(s) of the GoGuardian Product Training Team, which may be broken down into multiple sessions ("Sessions"). The specific details, including the number of Sessions, the dates/times and what will be covered in the Sessions will be as discussed between you and a representative from the GoGuardian Product Training Team, and will be confirmed via a Zoom link to be sent out. The Professional Development Service is subject to the terms below and the terms set forth in the Order Form:

- Virtual Sessions must be booked at least seventy-two (72) hours in advance and in-person Sessions must be booked at least four (4) weeks in advance
 - Please contact your account representative to schedule a Session and you will receive a Zoom link indicating that your Session has been booked.
 - Sessions and any rescheduled Sessions are always subject to the availability of the GoGuardian Product Training Team
- If you need to cancel or reschedule a previously scheduled virtual Session, you must do so at least twenty-four (24) hours in advance.
 - If you cancel within the twenty-four (24) hour window, the Session will be deducted from your Professional Development Services and no refund will be provided for that Session.
- If you need to cancel or reschedule a previously scheduled in-person Session you must do so at least 5 days in advance.
 - If you cancel within the 5 day window, the Session will be deducted from your Professional Development Services and no refund will be provided for that training day.
- If you do not attend a scheduled Session and do not cancel at least twenty-four (24) hours in advance ("No-Show"), you will not be able to reschedule such Session, the Session will be deducted from your Professional Development Services and no refund will be provided for that Session.
- Any Professional Development services will be valid for 1 (one) year post purchase date.
 - Any remaining Sessions will be canceled after such date, and you will not be eligible to receive any refunds.

These terms enable the GoGuardian Product Training team to provide the highest quality training possible. By adhering to these guidelines, both parties are ensuring the best level of customer satisfaction.

Signature:



Name:

Paula Hart Rodas, Ed.D.

June 25, 2025

_____ Date

Title:

Superintendent

Email:

ORDER FORM

QUOTE # Q-461603
DATE 6/2/2025
EXPIRATION DATE 9/30/2025



Accounts Payable Name: _____

Accounts Payable Email: _____

PO Number (Optional): _____

Additional Notes (requests for delayed invoicing, etc.): Delayed invoicing until contract starts

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

8. 24/25-1130 - AGREEMENT WITH MYSTERY SCIENCE

RECOMMENDATION

The Board of Education is requested to approve a two-year agreement with Mystery Science, a program that delivers engaging science lessons and activities. This agreement will facilitate the renewal of membership for the 2025-26 and 2026-27 school years.

Rationale:

Mystery Science provides supplemental, engaging science lessons to students in grades K-5. The program provides short, engaging, NGSS-aligned science activities and has been especially valuable for our English Learners, Title I, and Special Education students. Mystery Science provides teachers with valuable tools to enhance elementary science student learning and engagement and complements the core science curriculum. Elementary administrators and teacher representatives on our Elementary Curriculum, Instruction, and Assessment Committee have strongly supported Mystery Science and requested that we renew this subscription.

Background:

Mystery Science has been utilized by teachers in the Monrovia Unified School District for the past eight (8) years. Mystery Science lessons have been utilized in our elementary schools by teachers at each of the elementary sites.

Budget Implication (\$ Amount):

The total cost for the membership with Mystery Science is \$9,995.00 and the cost will be paid through S&C funds.

Legal References:

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

Additional Information:

A copy of the quote from Mystery Science is attached.

ATTACHMENTS

[Mystery Science Membership 2025-27](#)

Quote #305774

Quote Issued: June 11, 2025 • Quote Expires: August 31, 2025

Monrovia Unified School District Monrovia, CA, US

2-Year Mystery Science District Membership for 2025-2027 with US \$6,040 discount

Membership is valid through June 30, 2027.

Includes access to all lessons for all teachers at Monrovia Unified School District.

Ready to purchase?

Activate your membership immediately by submitting your purchase order or payment online: <https://mysteryscience.com/order/cbc224>

Purchase orders submitted by mail are accepted but take longer to process.

Pricing Breakdown

Mystery Science District Membership 2025-2026

Membership period: July 1, 2025 - June 30, 2026

\$2,099 x 5 priced schools	\$10,495
\$604 Discount x 5 priced schools	- \$3,020
<hr/>	
Total (USD)	\$7,475

Mystery Science District Membership 2026-2027

Membership period: July 1, 2026 - June 30, 2027

\$2,099 x 5 priced schools	\$10,495
\$604 Discount x 5 priced schools	- \$3,020
<hr/>	
Total (USD)	\$7,475

Grand total (USD) \$14,950

Total Discount of \$6,040

See a mistake?

To cancel this quote, visit:

<https://mysteryscience.com/order/cbc224>

Other questions? visit our help center at

<https://support.mysteryscience.com>

June 25, 2025

Paula Hart Rodas, Ed.D.
Superintendent

Date

SIGN HERE

Multi-year memberships are contingent on advanced payment in full.

Terms of Service: By submitting a payment or purchase order, you are agreeing to the Mystery Science Terms of Service available at mysteryscience.com/terms, the terms and conditions of which are hereby expressly incorporated herein by reference.

If you need a W-9, you can view it at mysteryscience.com/w9. Note that our W-9 lists our office mailing address, but our remit address is the Atlanta address listed below.

Remit to

Note: all purchase orders can be submitted online
Mystery Science
c/o Discovery Education, Inc

Contact

(650) 550-0670
Fax provided after
submitting PO #

MYSTERY
science
part of Discovery Education

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

9. 24/25-1131 - BOARD POLICY 5131.9, ACADEMIC HONESTY

RECOMMENDATION

The Board of Education is requested to approve Board Policy 5131.9, Academic Honesty as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Educational Services has begun conducting a review of the department's Board Policies and Administrative Regulations.

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.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the proposed Board Policy is attached.

ATTACHMENTS

[BP 5131.9 Academic Honesty - Proposed](#)

ACADEMIC HONESTY

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

The Superintendent or designee may establish a committee comprised of students, parents/guardians, staff, administrators, and members of the public to develop standards of academic honesty, measures of preventing dishonesty, and specific consequences for acts of dishonesty. Any recommendations for discipline shall be incorporated into the school's site level discipline rules.

Prohibited and Permitted Technology Use

As the district's standards for academic achievement are designed to challenge all students to reach their full potential in acquiring the knowledge and skills needed for success in postsecondary education, employment, and responsible citizenship, any use of technology that prevents or inhibits a student from achieving these standards is prohibited. Prohibited uses include, but are not limited to, using technology tools, including the use of artificial intelligence (AI) powered tools, primarily or solely for the completion of coursework as a student's original work and generating answers to mathematical, scientific, or analytical problems.

Permitted uses of technology include, but are not limited to, conducting research, correcting grammar and spelling, and learning from educational applications such as tutoring systems and language learning applications.

Additionally, consistent with the limitations expressed in this policy and with teacher consent, students may also use technology to assist with assessments, homework, and/or makeup work or other uses approved by the teacher.

However, a student with a disability shall be permitted to use technology for any purpose identified in the student's individualized education program as a tool to support the student's learning.

If an employee suspects that a student has used technology in violation of this policy, the student shall be given the opportunity to demonstrate that the use of technology was in accordance with this policy.

Any information acquired from an employee's use of technology in determining whether a student has committed an act of academic dishonesty shall be shared with the student, and the student's parent/guardian as appropriate.

The Superintendent or designee may provide training to staff regarding the use of technology to improve education, including the detection of plagiarism and sensitivity to potential discrimination from algorithmic bias.

Proposed: June 25, 2025

Adopted: August 27, 2008

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

10. 24/25-1132 - BOARD POLICY 6163.4, STUDENT USE OF TECHNOLOGY

RECOMMENDATION

The Board of Education is requested to approve Board Policy 6163.4, Student Use of Technology as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Educational Services has begun conducting a review of the department's Board Policies and Administrative Regulations.

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.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the proposed Board Policy is attached.

ATTACHMENTS

[BP 6163.4 Student Use of Technology - Proposed](#)

STUDENT USE OF TECHNOLOGY

The Governing Board believes that effective use of technology is integral to the education and development of students. In order to promote digital citizenship, the Board recognizes that students must have access to the latest digital tools and receive instruction that allows students to positively engage with technology in ways that respect human rights and avoids Internet dangers. Technological resources provided to students, including technology based on artificial intelligence (AI), shall be aligned to district goals, objectives, and academic standards. The use of technology shall augment the use of Board adopted instructional materials.

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. Students shall be allowed to use such technology, including AI technology, in accordance with district policies, including, but not limited to, policies on academic honesty, data privacy, nondiscrimination, and copyright protections. All students using these resources shall receive instruction in the proper and appropriate use of technology. Such instruction shall incorporate students' responsibilities regarding academic honesty, honoring copyright provisions, assessing the reliability and accuracy of information, protecting personal data, and the potential for biases and errors in artificially generated content.

District technology includes, but is not limited to, computer hardware, software, or software as a service provided or paid for by the district, whether accessed on or off site or through district-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including AI apps; telephones, cellular telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this board policy and the district's Acceptable Use Agreement.

Before a student is assigned district information technology equipment and/or resources, such as a mobile computing device or network access, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not

hold the district or any district employee responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall agree to indemnify and hold harmless the district and district personnel for any, theft, damages or costs incurred. They shall agree to cover the costs to repair or replace district equipment lost, stolen, or damaged due to user mistakes or negligence.

The Superintendent or designee shall monitor the district's filtering software to help ensure its effectiveness.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that the use of district technology, as defined above, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in the use of district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and Board Policy/Administrative Regulation 5125 - Student Records.

Whenever a student is found to have violated board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 7131; 47 USC 254; 47 CFR 54.520)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying

contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall regularly review current guidance regarding cybersecurity, data privacy, and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, the monitoring and response to cyberattacks, ensuring data privacy, and monitoring suspicious and/or threatening digital media content, in accordance with Board Policy 5125 - Student Records.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Proposed: June 25, 2025

Revised: February 8, 2012

(Revised: January 23, 2012)

(Replaces: AR 6162.7 Use of Technology in Instruction)

(Revised: September 8, 2010)

(Adopted: December 10, 2008)

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

11. 24/25-1133 - BOARD POLICY 5141.52, SUICIDE PREVENTION , AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to approve Board Policy 5141.52, Suicide Prevention, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Educational Services has begun conducting a review of the department's Board Policies and Administrative Regulations.

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.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the proposed Board Policy and its Administrative Regulation is attached.

ATTACHMENTS

[BP 5141.52 Suicide Prevention - Proposed](#)

[AR 5141.52 Suicide Prevention - Proposed](#)

SUICIDE PREVENTION

The Governing Board recognizes that suicide is a leading cause of death among youth, that prevention is a collective effort that requires stakeholder engagement, and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior, its impact on students and families, and other associated trauma, the Superintendent or designee shall develop measures, strategies, practices, and supports for suicide prevention, intervention, and postvention.

In developing and updating district policy and procedures for suicide prevention, intervention, and postvention, the Superintendent or designee shall consult with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts. If the policy will affect K-6 students, the county mental health plan shall also be consulted. (Education Code 215)

School and community stakeholders and school mental health professionals with whom the Superintendent or designee shall consult may include district and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal counsel, and/or the district's risk manager or insurance carrier. The Superintendent or designee may also collaborate with county and/or city governments in an effort to align district policy with any existing community suicide prevention plans.

When developing or reviewing district policy on suicide prevention, the Superintendent or designee may make a recommendation regarding the need to hire a mental health professional for the district, or for any school that is not currently served by a mental health professional, and the possible funding source(s) for such hiring.

Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, interns, school counselors, and others who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers

2. Instruction to students in problem-solving, coping, and resiliency skills to promote students' mental, emotional, and social health and well-being; help-seeking strategies and resources; and instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious relationships among students
4. The review of materials and resources used in awareness efforts and communications to ensure they align with best practices for safe and effective messaging about suicide
5. The provision of information to parents/guardians and caregivers regarding risk and protective factors, warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, the district's suicide prevention policy and procedures, basic steps for helping suicidal youth, the importance of communicating with appropriate staff if suicide risk is present or suspected, access to suicide prevention training, and/or school and community resources that can help youth in crisis
6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
7. Crisis intervention protocols for addressing suicide threats or attempts
8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide
9. Establishment of district and/or school-site crisis intervention team(s) to ensure the proper implementation and review of this policy and other district practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, ensuring the suicide prevention policy, protocols, and resources are posted on the district and school websites, collaboration with community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with exceptional needs, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home

settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

In order to address mental health disabilities, the district may, as appropriate and in accordance with law, develop trauma-informed crisis management procedures that include an individualized assessment of the student's circumstances; provide and facilitate access to mental health evaluations and services; reasonably modify policies, such as attendance policies, for individual students; and train staff to recognize and respond appropriately to signs of distress and suicidal ideation in students.

The Superintendent or designee shall establish a process for school staff to maintain daily or regular contact with all students, including during distance learning and school closures, and for such staff to communicate any concerns about a student's emotional wellbeing and/or safety to the appropriate authorities.

Additionally, the Superintendent or designee shall ensure that school-based mental health professionals maintain regular contact with high-risk students, students who are on their caseloads, and those who are identified by staff as demonstrating need.

The Board shall ensure that suicide prevention measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

When the district determines that a student is in need of mental or behavioral health services, the services shall be provided in accordance with protocols specified in Board Policy 5141.5 - Mental Health.

The Board shall review, and update as necessary, this policy at least every five years. The Board may, at its discretion, review the policy more frequently. (Education Code 215)

The Superintendent or designee shall periodically review district data pertaining to school climate and reports of suicidal ideation, attempts, or death to identify patterns or trends and make recommendations regarding program development.

The Superintendent or designee shall post this policy on the district's website, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Proposed: June 25, 2025

Revised: March 23, 2022

Adopted: June 28, 2017

SUICIDE PREVENTION

Definitions

Mental health professional means an individual licensed or registered, or an intern or associate working towards licensure, by the Board of Behavioral Sciences or the Board of Psychology in the Department of Consumer Affairs. (Education Code 215)

Student suicide crisis means any of the following: (Education Code 215)

1. A student who is exhibiting suicidal thoughts or behaviors
2. A student who has completed a suicide risk assessment and is determined to be at risk of suicide
3. A student who is attempting to physically harm themselves or others

School mental health professional means a school employee with a clear or preliminary pupil personnel services credential with a specialization in school counseling, school social work, or school psychology, a credentialed school nurse, or a licensed, registered, or associate marriage and family therapist, professional clinical counselor, clinical social worker, educational psychologist, or psychologist under the supervision of a school employee with a pupil personnel services or administrative services credential. (Education Code 215)

Staff Development

Suicide prevention training shall be provided to teachers, interns, counselors, and others who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers. The training shall be offered under the direction of a district counselor, psychologist, and/or social worker who has received advanced training specific to suicide and who may collaborate with one or more county or community mental health agencies.

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and families to those services. Training materials may also include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Additionally, staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are impacted by suicide; students with exceptional needs, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe or traumatic stressor or loss, family instability, impulsivity, and other factors
3. Identification of students who may be at risk of suicide, including, but not limited to, warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum, promoting mental and emotional health, reducing the stigma associated with mental illness, and using safe and effective messaging about suicide
6. The importance of early prevention and intervention in reducing the risk of suicide
7. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
8. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for constant monitoring and supervision of the student, during the time the student is in the school's physical custody, while the immediate referral of the student to medical or mental health services is being processed
9. District procedures for responding after a suicide has occurred
10. Common misconceptions about suicide

The district may provide additional professional development in suicide risk assessment and crisis intervention to district mental health professionals, including, but not limited to, school counselors, psychologists, social workers, and nurses.

Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum in an age and developmentally appropriate manner and shall be designed to help students:

1. Identify and analyze warning signs and risk factors associated with suicide, including, but not limited to, understanding how mental health challenges and emotional distress, such as feelings of depression, loss, isolation, inadequacy, and anxiety, can lead to thoughts of suicide
2. Develop coping and resiliency skills for dealing with stress and trauma, and building self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults; school resources, including the district's suicide prevention, intervention, and referral procedures; and/or community crisis intervention resources where youth can get help
5. Develop help-seeking strategies and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention
6. Recognize that early prevention and intervention can drastically reduce the risk of suicide

The Superintendent or designee may develop and implement school activities that raise awareness about mental health wellness and suicide prevention.

Student Identification Cards

Student identification cards for students in grades 7-12 shall include the 988 Suicide and Crisis Lifeline and National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line, campus police or security, a local suicide prevention hotline telephone number,

and/or a quick response (QR) code for the county's mental health resources website. (Education Code 215.5)

Intervention

The Superintendent or designee shall provide the name, title, and contact information of the members of the district and/or school crisis intervention team(s) to students, staff, parents/guardians, and caregivers and post on school and district websites. Such notifications shall identify the mental health professional who serves as the crisis intervention team's designated reporter to receive and act upon reports of a student's suicidal intention.

Students shall be encouraged to notify a teacher, principal, counselor, designated reporter, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal, school counselor, or designated reporter, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, discussed, or referred to with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment, or to report child abuse and neglect as required by Penal Code 11164-11174.3. (Education Code 49602)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

When the district determines that a student is in need of mental or behavioral health services, the services shall be provided in accordance with protocols specified in Board Policy 5141.5 - Mental Health.

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision and providing comfort to the student until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and

staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored. School staff may receive assistance from school counselors or other mental health professionals in determining how to best discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Proposed: June 25, 2025

Revised: March 23, 2022

Adopted: June 28, 2017

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

12. 24/25-1134 - BOARD POLICY 5141.5, MENTAL HEALTH

RECOMMENDATION

The Board of Education is requested to approve Board Policy 5141.5, Mental Health as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Educational Services has begun conducting a review of the department's Board Policies and Administrative Regulations.

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.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the proposed Board Policy is attached.

ATTACHMENTS

[BP 5141.5 Mental Health - Proposed](#)

MENTAL HEALTH

The Governing Board recognizes that students' emotional well-being and mental health are critical to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to reduce the stigma associated with mental illness, facilitate access to mental health services, and help students build resiliency skills, including digital resilience, increase social connections, and cope with life challenges.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

Instruction provided to students shall promote student health and mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework, as specified in Administrative Regulation 6143 - Courses of Study, and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors including substance abuse, developing coping skills, and identifying resources that may provide assistance.

Information and Training

The Superintendent or designee shall provide school staff and students with information and training to recognize the early signs and symptoms of an emerging mental health condition or behavioral health disorder, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, safely deescalate crisis situations involving students with a behavioral health disorder, and link students with effective services, referrals, and supports. Additionally, such training shall provide instruction on how to maintain student privacy and confidentiality, and may be provided to parents/guardians and families. (Education Code 49428.15)

The Superintendent or designee shall ensure that all certificated employees and 40 percent of classified employees who have direct contact with students in grades 7-12 receive youth behavioral training at least one time, in accordance with Education Code 49428.2.

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

Annually, the Superintendent or designee shall provide, and require all certificated employees serving students in grades 7 to 12 to participate in, at least one hour of cultural competency training to support lesbian, gay, bisexual, transgender, queer, and questioning individuals. The district shall maintain records documenting the date that each employee completed the training and the name of the entity that provided the training. (Education Code 218.3)

At least twice per school year, the Superintendent or designee shall ensure that each school provides notice regarding how to initiate access to student mental health services on campus and/or in the community. The notification to parents/guardians and to students shall be in at least two of the following methods: (Education Code 49428)

1. Distributing the information, electronically or in hardcopy, in a letter to parents/guardians, and in a school publication or other document to students
2. Including the information, at the beginning of the school year, in the parent/guardian handbook and in student orientation materials or a student handbook
3. Posting the information on the school's website or social media

Each school site that serves students in any of grades 6-12 shall create an age appropriate and culturally relevant poster that identifies approaches and shares resources about student mental health, and that includes the following information: (Education Code 49428.5)

1. Identification of common behaviors of those struggling with mental health or who are in a mental health crisis, including, but not limited to, anxiety, depression, eating disorders, emotional dysregulation, bipolar episodes, and schizophrenic episodes

2. A list of, and contact information for, school site-specific resources, including, but not limited to, counselors, wellness centers, and peer counselors
3. A list of, and contact information for, community resources, including, but not limited to, suicide prevention, substance abuse, child crisis, nonpolice mental health hotlines, public behavioral health services, and community mental health centers
4. A list of positive coping strategies to use when dealing with mental health, including, but not limited to, meditation, mindfulness, yoga, breathing exercises, grounding skills, journaling, acceptance, and seeking therapy
5. A list of negative coping strategies to avoid, including, but not limited to, substance abuse or self-medication, violence and abuse, self-harm, compulsivity, dissociation, catastrophizing, and isolating

The poster shall be displayed in English and any primary language spoken by 15 percent or more of the students at the school site and be no smaller than 8.5 by 11 inches and at least 12-point font. The poster shall be prominently and conspicuously displayed in public areas that are accessible to, and commonly frequented by, students at each school site such as bathrooms, locker rooms, classrooms, classroom hallways, gymnasiums, auditoriums, cafeterias, wellness centers, and offices. Additionally, at the beginning of each school year the poster shall be distributed online to students through social media, websites, portals, and learning platforms. (Education Code 49428.5)

Mental Health Counseling and Referrals

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

The district's referral protocols shall: (Education Code 49428.1)

1. Address the appropriate and timely referral by school staff of students with behavioral health concerns
2. Reflect a multitiered system of support process and positive behavioral interventions and supports, to be used as an alternative to disciplinary action as appropriate

The protocols shall be accessible to students who may be the subject of disciplinary action.

3. Be adaptable to varied local service arrangements for behavioral health services
4. Reflect evidence-based and culturally appropriate approaches to student behavioral health referral without disciplinary actions

"Evidence-based" means peer-reviewed, scientific research evidence, including studies based on research methodologies that control threats to both the internal and the external validity of the research findings.

5. Address the inclusion of parents/guardians in the referral process
6. Be written to ensure clarity and ease of use by certificated and classified school employees
7. Reflect differentiated referral processes for students with exceptional needs and other populations for whom the referral process may be distinct
8. Be written to ensure that school employees act only within the authorization or scope of their credential or license

School employees are not authorized or encouraged to diagnose or treat youth behavioral health disorders unless they are specifically licensed and employed to do so.

9. Be consistent with state activities conducted by the California Department of Education in the administration of federally funded behavioral health programs

A student 12 years of age or older may consent to mental health treatment or counseling if the student, in the opinion of the attending mental health professional, is mature enough to participate intelligently in the services. Additionally, the student's parent/guardian shall consent to student's treatment, unless the mental health professional determines, after consulting with the student, that the involvement of the parent/guardian would be inappropriate. (Family Code 6924)

In delivering mental health and behavioral health services to students, the district may use telehealth or other information and communication technologies that facilitate the diagnosis, consultation, treatment, education, care management, and self-management of a student's health while the student is on campus and the health care provider is at a distant location. (Education Code 49429)

Prior to utilizing telehealth technology to manage a student's mental health or behavior, the mental health professional shall consult with the student, parent/guardian, and/or the student's individualized education program team, as required by law, unless the mental health professional determines that the involvement would be inappropriate pursuant to Family Code 6924.

In using telehealth technology to provide mental health services to students, the Superintendent or designee shall ensure that mental health professionals comply with applicable professional codes of ethics and legal authority. Additionally, space that affords privacy and confidentiality of telehealth sessions shall be provided for students and an emergency response plan shall be put in place that lays out all legally-mandated steps to take when a student suddenly begins to exhibit suicidal ideation or other potentially dangerous behavior during a telehealth session.

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

Funding Resources

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

Proposed: June 25, 2025

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

13. 24/25-1135 - BOARD POLICY 5145.13, RESPONSE TO IMMIGRATION ENFORCEMENT, AND ITS ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to approve Board Policy 5145.13, Response to Immigration Enforcement, and its administrative regulation as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Educational Services has begun conducting a review of the department's Board Policies and Administrative Regulations.

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.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the proposed Board Policy and its Administrative Regulation is attached.

ATTACHMENTS

[BP 5145.13 Response to Immigration Enforcement - Proposed](#)
[AR 5145.13 Response to Immigration Enforcement - Proposed](#)

RESPONSE TO IMMIGRATION ENFORCEMENT

The Governing Board is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

District staff shall not solicit or collect information or documents, and shall not seek or require information or documents to the exclusion of other permissible information or documents, regarding the citizenship or immigration status of a student or the student's family members. (Education Code 234.7)

In accordance with law, Board Policy 0410 - Nondiscrimination in District Programs and Activities, and Board Policy 5145.3 - Nondiscrimination/Harassment, no student shall be denied equal rights and opportunities, nor be subjected to unlawful discrimination, harassment, intimidation, or bullying in the district's programs and activities on the basis of the student's or family's immigration status or for the refusal to provide information related to the student's or family's immigration status. (Education Code 200, 220, 234.1)

Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on national origin, immigration status, religion, or other category of individual characteristics protected against unlawful discrimination. (Government Code 8310.3)

The Superintendent or designee shall notify parents/guardians regarding their children's right to a free public education regardless of immigration status or religious beliefs and their rights related to immigration enforcement. (Education Code 234.7)

The Superintendent or designee shall develop procedures for addressing any immigration-related requests by a law enforcement officer for access to district records, school sites, or students.

The Superintendent or designee may provide training to staff regarding immigration issues, including information on responding to a request from a law enforcement officer to visit a school site or to have access to a student.

The Superintendent or designee shall report to the Board in a timely manner any requests for information or access to a school site by a law enforcement officer for the purpose of enforcing the immigration laws. Such notification shall be provided in a manner that ensures the confidentiality and privacy of any potentially identifying information. (Education Code 234.7)

Proposed: June 25, 2025

RESPONDING TO REQUESTS FOR IMMIGRATION-RELATED INFORMATION OR DOCUMENTS

Upon receiving any verbal or written request for information or documents related to a student's or family's immigration or citizenship status, district staff shall:

1. Record or otherwise document the request and notify the Superintendent or designee about the request
2. Provide the student's parent/guardian or, if the student is at least 18 years old, the student, with notice, a description of the request, and any documentation provided to the district describing the request, unless prohibited by a court order, judicial subpoena/warrant, or in cases involving investigation of child abuse, neglect, or dependency

Information or documents related to a student's immigration or citizenship status shall not be disclosed to a law enforcement officer without consent by the parent/guardian or, if the student is at least 18 years old, by the student, a court order, or judicial subpoena/warrant. To obtain written consent, the release of student information shall include the following information:

1. The signature and signature date of the parent/guardian, or student if the student is at least 18 years old
2. A description of the records to be disclosed
3. The reason for the release of information
4. The parties or class of parties receiving the information
5. A copy of the records to be released, if requested by the parent/guardian or student

In accordance with law and Board Policy 5125 - Student Records, the Superintendent or designee shall annually notify parents/guardians that the district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do so by a court order or judicial subpoena/warrant.

Responding to Requests for Access to Students or School Grounds

District staff shall receive parent/guardian consent or, if the student is at least 18 years old, the student's consent, before the student is interviewed or searched by any law enforcement officer for immigration enforcement purposes, unless the officer presents a court order or a judicial warrant.

A student's parent/guardian shall be immediately notified when a law enforcement officer requests or is able to interview, search, detain, or otherwise interact with the student for immigration enforcement purposes, unless prohibited by a court order or a judicial warrant, or in cases involving investigations of child abuse, neglect, or dependency. (Education Code 48906)

A law enforcement officer who requests to enter district property which is not open to all visitors shall register in accordance with Board Policy 1250 - Visitors/Outsiders, except in cases where the officer states that exigent circumstances exist or as stated in a court order or judicial warrant. (Penal Code 627.2, 627.3)

As early as possible, district staff shall notify the Superintendent or designee of any immigration enforcement-related request by a law enforcement officer for access to a student or to district property, including service of lawful warrants, subpoenas, petitions, complaints, or other similar documents.

Responding to Law Enforcement Officers on District Property

District staff shall report the presence of any law enforcement officer on district property for immigration enforcement purposes to on-site district police and other appropriate administrators.

Unless a law enforcement officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall take the following actions when such an officer is actually or imminently present on district property for immigration enforcement purposes:

1. Advise the officer that before school personnel can respond to the officer's request, they must first receive notification and direction from the Superintendent, principal, or designee, except under exigent circumstances that necessitate immediate action
2. Request to see and record or otherwise document the officer's credentials, including the officer's name and badge number, and the phone number of the officer's supervisor, and note or make a copy of all such information

3. Ask the officer for, and then record or otherwise document, the officer's reason for being on district property
4. Request that the officer produce any documentation that authorizes the officer's school access, make copies of all such documentation, and retain at least one copy for district records
5. Contact and consult with the district's legal counsel or Superintendent or designee
6. Follow the direction from the district's legal counsel or Superintendent or designee

If the officer declares that exigent circumstances exist and demands immediate access to the campus, district staff shall comply with the officer's orders and immediately contact the Superintendent or designee and then the district's legal counsel.

Regardless of whether the officer declares that exigent circumstances exist, district staff shall not attempt to physically impede the officer, even if the officer appears to be acting outside the law or in excess of the officer's stated or documented authorization. If an officer enters the premises without consent, district staff shall document the officer's actions while on campus but only to the extent that it does not impede the officer's actions.

After the officer leaves district property, district staff shall promptly make written notes of all interactions with the officer, including:

1. A list or copy of the officer's credentials and contact information, if known
2. The identity of all other district staff known to have communicated with the officer
3. A description of the officer's request and activities
4. The type of documentation, such as a warrant or subpoena, that authorized the officer's request or actions, what was requested by the documentation, and whether the documentation was signed by a judge
5. District staff's response to the officer's request
6. Any further action taken by the officer
7. Copies of any documents presented by the officer

District staff shall promptly provide a copy of these notes and any associated documents district staff has collected from the officer to the district's legal counsel or other district official designated by the Superintendent.

The district's legal counsel or the Superintendent or designee shall submit a timely report to the Governing Board regarding the officer's requests and actions and the district's response. (Education Code 234.7)

The Superintendent or designee shall also email the Bureau of Children's Justice in the California Department of Justice (BCJ@doj.ca.gov) regarding any attempt by a law enforcement officer to access a school site or a student for immigration enforcement purposes.

Responding to the Detention or Deportation of Student's Parent/Guardian

The Superintendent or designee shall encourage parents/guardians to update their emergency contact information as needed at any time. The Superintendent or designee shall notify parents/guardians that the district will only use information provided on the emergency cards in response to specific emergency situations and not for any other purpose.

The Superintendent or designee may also encourage all students and families to learn their emergency phone numbers and be aware of the location of important documentation, including birth certificates, passports, social security cards, physicians' contact information, medication lists, lists of allergies, and other such information that would allow the students and families to be prepared in the event that a student's parent/guardian is detained or deported.

In the event that a student's parent/guardian is detained or deported, the Superintendent or designee shall release the student to the person(s) designated in the student's emergency contact information or to any individual who presents a caregiver's authorization affidavit on behalf of the student. The Superintendent or designee shall only contact child protective services if district personnel are unable to arrange for the timely care of the student by the person(s) designated in the emergency contact information maintained by the school or identified on a caregiver's authorization affidavit.

In an instance where a student's parent/guardian was detained or deported, the Superintendent or designee shall notify the student, as well as the individuals designated in the student's emergency contact information and any individual who presented a caregiver's authorization affidavit on behalf of the student, that the student

continues to meet the residency requirements for attendance in the district if the student and the student's parent/guardian who was detained or deported satisfy the conditions as specified in Education Code 48204.4.

The Superintendent or designee may refer a student or the student's family members to other resources for assistance, including, but not limited to, an U.S. Immigrant and Customs Enforcement detainee locator, legal assistance, or the consulate or embassy of the parent/guardian's country of origin.

Proposed: June 25, 2025

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

14. 24/25-1136 - BOARD POLICY 6142.94, HISTORY SOCIAL SCIENCE INSTRUCTION

RECOMMENDATION

The Board of Education is requested to approve Board Policy 6142.94, History Social Science Instruction as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Educational Services has begun conducting a review of the department's Board Policies and Administrative Regulations.

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.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the proposed Board Policy is attached.

ATTACHMENTS

[BP 6142.94 History Social Science Instruction - Proposed](#)

HISTORY SOCIAL SCIENCE INSTRUCTION

The Governing Board believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future, as well as to establish a foundation for the appreciation of different ethnicities, the wise use of natural resources, and the responsible management of personal finance. The district's history-social science education program shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills students are expected to possess at each grade level.

The Superintendent or designee shall develop and submit to the Board for approval a comprehensive, sequential curriculum aligned with the district standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. Additionally, teachers are encouraged to supplement the curriculum, in accordance with Board Policy 6161.11 - Supplementary Instructional Materials, by using biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. (Education Code 51221.3, 51221.4)

District high schools shall annually observe, during the week that includes April 28, "Workplace Readiness Week" by providing information to students on their rights as workers, including topics specified in Education Code 49110.5. For students in grades 11 and 12, the "Workplace Readiness Week" observances shall be integrated into the

regular school program, consistent with the history-social science framework. (Education Code 49110.5)

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science. The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

Proposed: June 25, 2025

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

15. 24/25-1137- AGREEMENT FOR TRANSPORTATION SERVICES

RECOMMENDATION

The Board of Education is requested to approve an agreement with Jorge's Get Around for school pupil activity and special education student transportation for the 2025-26 school year.

Rationale:

Throughout the school year, some requests for special education transportation cannot be provided by District transportation staff due to conflict with the home-to-school schedule. Therefore, there is a need for the District to contract with outside vendors to meet these needs.

Background:

Periodically, the SPED department secures agreements with outside providers to support the transportation needs of special education students.

Budget Implication (\$ Amount):

Legal References:

Education Code 39860 states that the Governing Board of a school district may contract for the transportation of students to and from an activity that the Board determines to be for the benefit of the students.

Additional Information:

ATTACHMENTS

[Jorge's Agreement 2025-26.pdf](#)



TRANSPORTATION INC.
www.jorgesgetaround.com

CONTRACT AGREEMENT

School or Office: MONROVIA UNIFIED SCHOOL DISTRICT

THIS AGREEMENT is entered into this 1ST day of JULY 2025, between
NAME: Jorge's Get Around Transportation Inc. SOCIAL SECURITY#/TAX I.D.# 26-2089734 ADDRESS: 905 N. Purple Sage Dr. Unit C, TELEPHONE NO. (626)698-2712/(909)973-2830 CITY, STATE, ZIP: Azusa, CA. 91702 hereinafter referred to as the Contractor, and the MONROVIA UNIFIED SCHOOL DISTRICT hereinafter referred to as the District.

WITNESSETH

WHEREAS the District is authorized by the Government Code Section 53060 to contract with and employ an independent contractor specially trained to perform special services required; and WHEREAS the Contractor is specially trained and experienced and competent to perform the special services pursuant to this agreement: the parties hereto contract and agree as follows:

1. **PERIOD OF AGREEMENT** shall be from JULY 1ST 2025 to JUNE 30TH 2026

This Agreement shall be subject to cancellation by either party on 30 days written notice to the other party

2. **DUTIES OF CONTRACTOR** shall be:

Provide roundtrip transportation services to and from school / services for MONROVIA UNIFIED SCHOOL DISTRICT for the 2025-2026 school year.

3. **PAYMENT BY THE DISTRICT:** The District shall pay the Contractor at the rate indicated on the RATE SHEET sheet provided.

Payment to the Contractor shall be as follows:

The Contractor shall submit a monthly invoice to the authorized representative, upon completion of the services, certifying that he/she has personally performed the services required.

The Contractor shall assume all expenses, including, but not limited to, travel expenses incurred by him/her in performance under this contract, unless authorized in #3 above.

4. **LIABILITY:** The District shall not be liable to the Contractor for personal injury or property damage sustained by the Contractor in the performance of this contract whether caused by the District, its employees or pupils, or any third persons.

5. **CONTRACTOR NOT OFFICER, EMPLOYEE OR AGENT OF DISTRICT:** While engaged in performance of this contract, the Contractor is an independent contractor and is not an officer, employee or agent of the District.

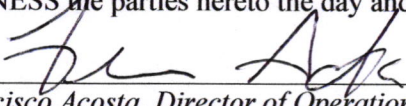
6. **GENERAL LIABILITY INSURANCE:** Contractor shall procure and maintain COMMERCIAL LIABILITY INSURANCE as broad as Insurance Service Office Commercial General Liability coverage or its equivalent. Coverage shall have minimum limits of no less than five million dollars (\$5,000,000.00) per occurrence and two million dollars (\$10,000,000.00) in general aggregate for bodily injury, property damage, operations, products, and completed operations and contractual liability.

7. **AUTOMOBILE LIABILITY INSURANCE:** Contractor shall procure and maintain Automobile Liability Insurance as broad as Insurance Service Form number covering Automobile Liability, code 1 (any auto). Such automobile Liability Insurance shall have minimum limits of no less than five million dollars (\$5,000,000.00) per accident for bodily injury and or property damage.

8. Contractor shall provide a copy of a driver's license, TB clearance and criminal background check for each of the drivers involved in transporting student(s) to and from school for District.

9. Contractor shall provide a copy of a driver's license and criminal background check for each of the drivers involved in transporting student(s) to and from school for District.

WITNESS the parties hereto the day and year first written above.

By: 
Francisco Acosta, Director of Operations
JORGE'S GET AROUND TRANSPORT INC.
905 N. Purple Sage Dr. Unit C.
Azusa, CA 91702

District _____

Address _____

District Representative Signature

Print Name _____ *Title*

Board Action Date: _____

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

16. 24/25-1138 - AGREEMENT WITH RANDOLPH LAW GROUP AND MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to approve an agreement for legal services between Monrovia Unified School District and Randolph Law Group, Attorneys at Law, for the 2025-26 school year.

Rationale:

The firm agrees to provide legal and consultative services to Monrovia Unified School District, including representation in administrative and court proceedings.

Background:

Budget Implication (\$ Amount):

The rate schedule for attorney services on an as-needed basis is included in the attached agreement.

Legal References:

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

Additional Information:

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

17. 24/25-1139 - CONTRACT WITH MUSIC THEATER INTERNATIONAL FOR WILD ROSE SCHOOL OF CREATIVE ARTS MUSICAL "FROZEN, JR."

RECOMMENDATION

The Board of Education is requested to approve the contract with Music Theater International (MTI) for the production of "Frozen, Jr." at the Wild Rose School of the Creative Arts for the Fall 2025 musical. This performance will support student development, encourage community engagement, and highlight artistic achievements.

Rationale:

Each year, the Wild Rose School of Creative Arts selects two musicals or plays to perform, one in the spring and one in the fall. Our Performing Arts team votes on the shows they believe are best suited for our school. For Fall 2025, we have chosen "Frozen, Jr." as our show. We believe it is a fun and spirited production that our TK-6th grade students will truly enjoy. Additionally, we feel it will be a great opportunity to engage our community.

Background:

Music Theatre International (MTI) is the company that was recommended by Disney Musicals in Schools when our partnership began four years ago. We have had success using their materials and would like to continue to do so.

Budget Implication (\$ Amount):

The total amount shall not exceed \$1,500.00, which will cover the show kit, royalties, and materials fee. This amount will be paid by our Arts Donations account, and ticket sales from our previous show will fund the next performance.

Legal References:

Legal obligation to present the script as written and follow performance guidelines (see contract). The Performing Arts Team has one year to meet this obligation. Education Code 17604 requires contracts and agreements to be approved by the Board of Education.

Additional Information:

The Music Theater International (MTI) Contract is attached.

ATTACHMENTS

[MTI Proposal - Frozen Jr.](#)

Your MTI Rep: BARBARA MORGAN
 Your MTI Account Number: 0076337
 Contract Number: 7054937

Licensee:

WILD ROSE SCHOOL OF CREATIVE ARTS
 C/O: TOM BOGDON
 232 Jasmine Ave
 Monrovia, CA 91016-2919

 TELE#: 626-471-2502 FAX:
 E-MAIL: TBOGDON@MONROVIASCHOOLS.NET

Contract Issue Date: 06/11/25
 Contract Expiration Date: 07/23/25
 Valid For Performances From: 06/11/25 - 06/11/26
 Actual Performance Dates: 11/15/25 - 11/16/25
 MTI Access Code: FRO3876560

PRODUCTION CONTRACT for DISNEY'S FROZEN JR
 CONTRACT PROVISIONS:

ALL PERFORMERS MUST BE IN THE 9TH GRADE AND UNDER. THIS LICENSE INCLUDES THE RIGHTS FOR UNLIMITED PERFORMANCES WITHIN *ONE* YEAR AS RECORDED IN THE DATES ABOVE.

AMOUNT ENCLOSED

SHOWKIT™ (See *Additional Materials Order Form* for a list of ShowKit™ contents)

Royalty	\$ <u>139.00</u>
Non-Refundable Materials Fee	\$ <u>556.00</u>
SHOWKIT SHIPPING (Rush Delivery available for \$90.00 in U.S.):	\$ <u>45.00</u>
<small>Rush Delivery available in Canada for \$115.00. Canadian Shipments are by most efficient carrier, unless otherwise instructed.</small>	
SALES TAX (where applicable):	\$ _____
ADDITIONAL MATERIALS TOTAL (from <i>Additional Materials Order Form</i> — please attach):	\$ _____
TOTAL AMOUNT ENCLOSED (Payable in U.S. Funds):	\$ _____

PAYMENT

CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)

CREDIT CARD: (circle one) VISA MASTERCARD AMERICAN EXPRESS

Card Number: _____ Expiration Date: _____

Name on card: _____ Billing Postal Code: _____

Signature: _____ Amount: _____

PURCHASE ORDERS: For schools and government agencies only, a signed, authorized purchase order is acceptable payment.

SHIPPING

Shipping Address: _____

(No P.O. Boxes) _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Note: The ShowKit™ materials will be shipped upon receipt of a signed copy of the Production Contract and the full applicable fees. Please allow approximately ten (10) days for processing.

ACCEPTANCE

ShowKits™ are non-transferable and non-refundable.
 With this contract you are agreeing to produce DISNEY'S FROZEN JR
 By signing below, you agree to the terms and conditions set forth in the Dramatic Performing Rights License.

Print Your Name: Paula Hart Rodas Title: Superintendent

Authorized Signature: _____ Date: June 25, 2025

Email: _____ Day Phone: (_____) _____

STANDARD MATERIALS

Your SHOWKIT™ Will Consist of the Following:

- 30 ACTOR'S BOOK
- 1 DIRECTOR'S GUIDE
- 1 PIANO VOCAL SCORE
- 1 CHOREOGRAPHY VIDEOS DIGITAL
- 1 DOWNLOADABLE RESOURCES AND MEDIA
- 1 GUIDE VOCAL AND PERF TRACKS DIGITAL
- 1 DIGITAL SHOWKIT

ADDITIONAL MATERIALS

ADDITIONAL MATERIALS ORDER FORM

You can order additional materials and theatrical resources at the following rates.

To order, simply indicate the quantity of each item you would like and add the Grand Total to the Confirmation Page of this Production Contract.

ITEM	QUANTITY	COST EACH	TOTAL
ADDITIONAL MATERIALS			
ACTOR'S BOOK	_____	x \$ 10.00=	\$ _____
DIRECTOR'S GUIDE	_____	x \$ 100.00=	\$ _____
PIANO VOCAL SCORE	_____	x \$ 40.00=	\$ _____
THEATRICAL RESOURCES			
ACTOR'S BOOK TENPACK	_____	x \$ 75.00=	\$ _____
CUSTOMIZABLE SHOW POSTERS AND ARTWORK	_____	x \$ 175.00=	\$ _____
FROZEN - ELSA CROWN	_____	x \$ 20.00=	\$ _____
HOW DOES THE SHOW GO ON?	_____	x \$ 21.00=	\$ _____
LOGO PACK DIGITAL	_____	x \$ 75.00=	\$ _____
PRODUCTIONPRO-DIGITAL SCRIPT/SCORE	_____	x \$ 199.00=	\$ _____
SCENIC PROJECTIONS	_____	x \$ 495.00=	\$ _____
SCENIC PROJECTIONS PRO	_____	x \$ 1,795.00=	\$ _____
STAGE WRITE APPLICATION	_____	x \$ 150.00=	\$ _____
STREAMING LICENSE	_____	x \$ 75.00=	\$ _____
VIDEO LICENSE	_____	x \$ 75.00=	\$ _____
LOGO TEES SIX-PACK ADULT LARGE	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT MEDIUM	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT SMALL	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT X-LARGE	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT XX-LARGE	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD LARGE	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD MEDIUM	_____	x \$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD SMALL	_____	x \$ 80.00=	\$ _____

Add total for all items here.

ADDITIONAL MATERIALS TOTAL \$ _____

ADDITIONAL MATERIALS SHIPPING \$ _____

(do not apply shipping charge for digital items such as Logo Packs):

Add'l Materials Total	Standard	Rush	Add'l Materials Total	Standard	Rush
\$1 - \$100	\$15.00	\$44.00	\$401 - 500	\$31.00	\$120.00
\$101 - \$200	\$19.00	\$60.00	\$501 - 600	\$35.00	\$140.00
\$201 - \$300	\$23.00	\$80.00	\$601 - 700	\$39.00	\$160.00
\$301 - \$400	\$27.00	\$100.00	\$700 and up	go to mtishows.com/ship	

Make sure to enter (above) the appropriate Additional Materials Shipping Charge based on the tables on the left. US and Canada only. Customers in other countries must contact MTI for exact shipping fees.

SALES TAX (where applicable): \$ _____

ADDITIONAL MATERIALS GRAND TOTAL (add this total to Contract Confirmation Page) \$ _____

You MUST return this form along with your contract to receive materials. All sales are final. No refunds or exchanges.

*** For shows offering Customized Poster, the purchase of a Customized Poster requires purchase of Logo Pack. If you order a Customized Poster without ordering a Logo Pack, a Logo Pack (at \$75) will automatically be added to your order. ***

MTI BILLING CREDIT

In accordance with the Dramatic Performing Rights License, all publicity materials (posters, programs, etc.) MUST include the following credit:

DISNEY'S FROZEN JR

is presented through special arrangement with Music Theatre International (MTI).
All authorized performance materials are also supplied by MTI.
www.MTIShows.com

VIDEOTAPING WARNING

This license does NOT grant you the right** to make, use and/or distribute a mechanical recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, audiocassette, videotape, film, CD, DVD and other digital sequencing. You agree to inform all parents, students and attendees of the above prohibitions against recording the show By means of both a program note and a pre-show announcement.

In compliance with the above condition, you MUST include the following warning in your program:

The videotaping or other video or audio recording of this production is strictly prohibited.

**except with Disney titles, where a limited video license is available for \$75.00

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

AUTHOR BILLING - DISNEY'S FROZEN JR.

Licensee shall incorporate the following credits and comply with all size and other restrictions on the title page of all playbills and programs, and in all houseboards, displays and in all other advertising, press releases and any other promotional material, except as otherwise provided below, as follows:

The (Licensee)

Production of



Music and Lyrics by

Kristen Anderson-Lopez & Robert Lopez

Book by

Jennifer Lee

Based on the Disney film written by Jennifer Lee
and directed by Chris Buck & Jennifer Lee

- The billing to the Licensee must be in the form specified above, including the words "Production of" below Licensee's billing, which shall be visually contiguous with the title, so that the audience is informed that the Licensee is the producer of the production. The size of the credit to the Licensee shall be no less than 50% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.
- The size of the credit to the authors (Music, Lyrics, and Book) shall be no less than 30% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.
- The size of the credit to the Disney film shall be no less than 20% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.

Additionally, on the front cover of all playbills and programs, Licensee shall include the following credit beneath the credit to the Disney Film:

**The original Broadway production of *Frozen* was
directed by Michael Grandage and produced
by Disney Theatrical Productions**

- The size of the Broadway production credit shall be no less than 20% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.

The following credits shall be included inside the program on the title page, or if there is no title page, on the same page as the Licensee's production staff:

**Original Broadway Orchestrations by
Dave Metzger**

**Original Broadway Music Supervision and Arrangements by
Stephen Oremus**

**Additional Broadway Dance Arrangements by
David Chase**

***Frozen JR.* Music and Orchestrations Adapted and Arranged by
Madeline Smith**

***Frozen JR.* Script Adapted by
Sara Wordsworth**

- The size of the credits to the adapters and arrangers shall be no less than 20% of the size of the logo or artwork title, as measured by the proportion of the font point size to the height of the largest letter in the logo.

Further examples of proper billing can be found in Sample Poster and Program found in Section G of the Director's Guide.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

DRAMATIC PERFORMING RIGHTS LICENSE

YOUR SIGNATURE IN THE ACCEPTANCE SECTION OF THE PRODUCTION CONTRACT WILL ACKNOWLEDGE THAT:

- a) you have read and understood the terms, conditions and provisions set forth below;**
- b) you are authorized to enter into the Dramatic Performing Rights License on behalf of Licensee; and**
- c) you agree to the terms, conditions and provisions contained herein on behalf of the Licensee.**

1. Your authorized materials will consist of the nonrefundable items, as listed on the Standard Materials page, for your cast to keep.
2. You agree that
 - Ticket prices for any performance of the show shall not exceed \$15.00 per ticket and
 - No performance shall take place for any audience exceeding 750 people unless such performances are free of any admission charge, donations or contributions. Any deviation from the foregoing restrictions requires the prior written permission of Music Theatre International.
3. This License grants one (1) cast the right to perform the Play as many times as you would like within the licensed dates listed on the front of this license. In any event it is a violation of this license and copyright laws to use ShowKit™ Materials in part or in whole past the license dates of this production.
4. All advertising, such as posters and program covers, must include the show logo as provided in the ShowKit™. You will not make or sell merchandise bearing this logo, with the exception of t-shirts if purchased from MTI. You will inform the parents and students that they are also bound by this prohibition.
5. The student books are to be distributed to the performers and are theirs to keep. All performers in the show must be in 9th grade or younger, unless otherwise authorized in writing in advance by MTI.
6. The performance rights granted by this license apply only to the organization named on this license through special arrangement with Music Theatre International, exclusive licensing agent for live stage performances of this play.
7. You understand that this play is fully protected by Federal and International Copyright laws, and therefore:
 - You will properly credit the Authors of the Play, credit Music Theatre International and reproduce the play logo and trademark on all posters and in all programs exactly as provided.
 - You must perform this Play exactly as it has been provided to you in the materials, and you may not add or delete any music or lyrics (including adding songs or dialogue from the full version of the Play or any film version of the Play), alter any music or lyrics, change the sequence of songs or scenes, or make changes of any kind in the text of the Play, including deletions and changes to the period, characters and characterizations.
 - You will not reproduce, post or electronically transmit on the Internet or social media, rent or sell any of the materials.
 - Recording: This license does not grant you the right to (i) record and/or distribute an audio or audiovisual recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, tape, film, CD, DVD or digital versions; or (ii) televise, broadcast, stream, make available for download or otherwise post on the Internet or through any mobile device the Play or any portion of it. You agree to inform all parents, students and attendees of the above prohibitions against recording the show by means of both a program note and a pre-show announcement. If you have purchased a Streaming or Video License (where available) for your production of the Play, you may permit limited recording in accordance with the terms of the Streaming or Video License.
 - Restrictions on Use of Replica Elements: This Production Contract allows the public performance of the Play as represented in the ShowKit materials provided by MTI. The rights granted by MTI do not include the right to utilize any of the choreography, staging, direction, designs (including set, costume, video or projections), or other intellectual property from any prior productions of the Play or from any film version of the Play. The rights to all of those elements, in whole or in part, are owned by third parties and are not granted as part of this Performance License. Licensee may use production elements such as choreography, direction, designs and/or logos when (i) any such elements are specifically provided as part of the ShowKit materials, and thereby authorized for use by MTI, or (ii) where available, the Licensee purchases an MTI Production Resource thereby granting a license to use said element.
8. The use of makeup to alter a performer's race or ethnicity (e.g., blackface, etc.) is strictly prohibited under this license. Certain titles may have additional casting requirements set forth in a separate contract rider.

DISNEY RIDER

ADDITIONAL LICENSING GUIDELINES AND PROVISIONS

FROZEN JR.

FROZEN JR. has been exclusively designed for students and teachers to be produced and performed in an educational environment. It is important for those overseeing and administrating **FROZEN JR.** to acknowledge that the show has been created primarily for young performers and theater-makers.

Accordingly, additional guidelines apply to productions of **FROZEN JR.** To the extent any of these guidelines conflict with any terms in the Dramatic Performing Rights License section of this Production Contract, these guidelines override such provisions. **Please read the following guidelines carefully to be sure that your production is in compliance.**

1. TICKETING

Licensees are permitted to sell tickets to **FROZEN JR.** in the following ways:

- Selling tickets at theatre box office and in-person sales
- Through theatre website ticketing systems

Licensees are **NOT** permitted to sell tickets to **FROZEN JR.** in the following ways:

- Selling tickets on third-party discounted or promotional sites (i.e., Groupon, Goldstar, Living Social, TDF, StubHub, etc.)
- Selling tickets through commercial vendors requires additional approval from MTI (i.e., Ticketmaster, Tickets.com, etc.)

2. ADVERTISING, MARKETING, and PRESS

Licensees of **FROZEN JR.** agree to the following advertising, marketing, and press guidelines (in addition to the General Guidelines set forth below):

Licensees are permitted to promote **FROZEN JR.** solely in the following ways:

- Selling ads for your own production in the show playbills, programs, and posters
- Printing posters and flyers to post around school and local community
- Sending press releases and production photos to local papers, websites, biogs, on-line publications, magazines, and community newsletters
- Appearing in local TV and radio interviews (no performances permitted)
- Local live, non-broadcast appearances (may perform up to two songs from show in their entirety)
- Posting to social media, with excerpts from the performance of up to three minutes in the aggregate

*We recognize that Facebook, Twitter, and other social media platforms are a great way to connect with friends and family. When publishing to your social media accounts, take a moment to consider that your post may directly or indirectly represent the show, and by extension, The Walt Disney Company. Even a harmless post can be manipulated and redistributed, creating a harmful result that was not the original intent. In general, also be mindful that others may not want their photos posted online. In any event, stay away from sensitive or controversial references that could negatively reflect on your production or The Walt Disney Company.

Licensees are **NOT** permitted to promote **FROZEN JR.** in the following ways:

- Outdoor Billboards
- Radio Commercials*
- TV Commercials*
- Paid advertisements in newspapers and magazines

*Schools with internal radio and N systems may air content but may not broadcast outside of school grounds

3. ADDITIONAL GUIDELINES

- Max capacity per engagement: 1,600 tickets
- Max capacity per performance: 750 seats
- Max# of performances in total: 10 performances
- Ticket price cannot exceed \$15 per ticket
- All performers must be 18 years old or younger
- If you are a non-school organization (i.e., Children's Theatre, Community Theatre, Professional Theatre) billing must include qualifying sub-group above title, i.e., "Summer Camp Production of" or "Youth Production of" (Example: Green Bay Community Theatre's Summer Camp Production of, or Diamond Head Theatre's Shining Stars Production of).

DISNEY RIDER

ADDITIONAL LICENSING GUIDELINES AND PROVISIONS

1. **DISNEY PUBLIC IMAGE AND REPUTATION.** You acknowledge that Disney is extremely sensitive about maintaining the wholesome Disney public image and preserving and enhancing the Disney reputation for consistently offering family entertainment of the highest caliber. You agree that neither you, nor your employees and representatives, shall take any action which could poorly reflect upon such Disney public image or reputation and you shall at all times manage the production and presentation of the Play in a manner consistent with such Disney public image and reputation. All staff will be made aware of Disney's standards and will conduct themselves in a manner in accordance with these standards and with the expectations of a family audience. In addition to the foregoing, you agree not to list any of your sponsors in connection with any advertising or promotion of the Play if such sponsors do business in any of the following categories: alcohol, tobacco, and/or firearms. If you shall desire to have a "Presenting Sponsor" of your production (i.e., a sponsor who is billed above the title of the Play as a co-presenter of your production), then you shall obtain the prior written approval of Music Theatre International (MTI) on behalf of Disney, to be exercised at Disney's sole discretion. Any violation of the foregoing provisions shall entitle us to immediately terminate this Agreement, to injunctive relief, and to prohibit any further use of the Play.
2. **ORIGINAL DESIGNS, DIRECTION, AND CHOREOGRAPHY.** You are prohibited from copying or otherwise using any of the design, direction, choreography, artwork, or other intellectual property from the Broadway production of the Play or the Disney Film on which the play is based, although there may be a general resemblance. All elements provided in the ShowKit™ (dances provided on the Choreography DVD, Scenic and costume design ideas, staging suggestions, black and white logo, etc.) are approved for use without further permission.
3. **TRADEMARKS.** You shall acquire no right under this Agreement to use, and shall not use, the name "Disney" (either alone or in conjunction with or as part of any other word or name) or any fanciful characters, designs, logos, or trademarks of The Walt Disney Company or any of its related, affiliated, or subsidiary companies:
 - 3.1 in any of your advertising, publicity, or promotions of the Play, all as provided in paragraph 1 of this Rider except to factually describe Disney's role in your production, namely, that Disney is a licensor only of its stage play (and not Disney-owned production elements) and is not a producer of your show.
 - 3.2 to express or imply any endorsement by Disney of your production of the Play or any other of your activities; or:
 - 3.3 in any other manner whatsoever (whether or not similar to the uses hereinabove specifically prohibited).

ACCEPTANCE

By signing below you acknowledge your understanding of the above provisions and will share this with all appropriate parties associated with the aforementioned production, including the accompanying Performance License and agree to abide by terms and conditions contained therein.

PRINT YOUR NAME Paula Hart Rodas TITLE Superintendent

AUTHORIZED SIGNATURE _____ DATE June 25, 2025

EMAIL _____ DAY PHONE _____

DISRD_JK_01

YOU MUST COMPLETE AND RETURN THIS PAGE WITH PAYMENT

VIDEO LICENSE

LIMITED HOME USE VIDEO RECORDING PERMISSION

WHEN SIGNED IN THE SPACES INDICATED BELOW, AND UPON RECEIPT BY MTI OF LICENSEE'S PAYMENT OF SEVENTY-FIVE DOLLARS (\$75.00), THE FOLLOWING TERMS SHALL CONSTITUTE AN AGREEMENT BETWEEN WILD ROSE SCHOOL OF CREATIVE ARTS (THE "LICENSEE") AND MUSIC THEATRE INTERNATIONAL ("MTI"), GRANTING LICENSEE LIMITED PERMISSION TO MAKE ONE VIDEO RECORDING OF LICENSEE'S PRODUCTION OF THE PLAY ENTITLED DISNEY'S FROZEN JR (THE "PLAY").

If licensee wishes to purchase a video license, please sign and return this form and pay the \$75 fee (see *Additional Materials Order Form*).

1. Notwithstanding the prohibition against any video recording whatsoever in the Performance License previously granted to Licensee by MTI for the live stage performance of the Play, MTI, having secured permission from The Walt Disney Company for the creation by Licensee of a performance video recording hereby permits Licensee to make one video recording for each cast in different performances of your production of the Play subject to Licensee's strict observance of the conditions set forth herein.

2. A video recording of the Play (the "Video recording") may be created by Licensee as a non-commercial venture for archival purposes, which video recording may not be sold, leased or rented except as provided as herein. Alternatively, Licensee may hire an outside party to professionally make one video recording of the Play provided that such video recording may only be used (a) for archival purposes, and/or (b) to make additional copies of the recording that may be sold to participants in the Play or their families for their own personal, at-home (i.e., non-commercial use). Such outside party may not use the name "Disney" or any other trademarks of The Walt Disney Company in any way, except to indicate the content of the video recording. In addition, Licensee may authorize participants in the Play (i.e., cast, crew, creative team) or their families to create a video recording of the Play solely for their own personal, at-home (i.e., non-commercial) use.

3. As a condition to the rights granted herein, Licensee agrees to use good faith efforts to inform all audience members of the restrictions and limitations on video recording and the subsequent use thereof, as set forth herein. At a minimum, Licensee agrees to include a statement in the Play's program substantially in the form provided below and shall further inform audience members of the below limitations by way of an announcement prior to the start of each performance of the Play:

ANY VIDEO RECORDING MADE OF THIS PERFORMANCE IS AUTHORIZED FOR PERSONAL, AT-HOME, NON-COMMERCIAL USE ONLY. THE SALE OR DISTRIBUTION OF SUCH RECORDING IS STRICTLY PROHIBITED UNDER FEDERAL COPYRIGHT LAW.

4. In no event may any video recording of the Play authorized herein, either in whole or in part, be otherwise reproduced and/or disseminated in any way, including broadcasting, televising, sale or electronic transmission and/or posting on the Internet.

5. Licensee understands that its failure to follow the above requirements, even if inadvertent, will incur liability for statutory copyright infringement under federal law. Licensee agrees that, without limiting any other recovery that MTI may obtain against Licensee, whether at law or at equity, for its breach of this Agreement, Licensee shall, at a minimum, reimburse MTI for its out-of-pocket legal fees and shall pay to MTI damages equal to three times the total license royalty fees paid or payable to MTI by Licensee for its production of the Play.

6. All other provisions, terms and conditions of the License Agreement shall continue in full force and effect.

SIGN AND RETURN THIS PAGE TO MTI ONLY IF YOU WISH TO PURCHASE A VIDEO LICENSE. A FEE OF \$75 APPLIES.

ACCEPTANCE

By signing below, you agree that you have read and that you understand the terms and conditions set forth in this Production Contract and the accompanying Performance License and agree to abide by terms and conditions contained therein.

PRINT YOUR NAME Paula Hart Rodas TITLE Superintendent
 AUTHORIZED SIGNATURE _____ DATE June 25, 2025
 EMAIL _____ DAY PHONE _____

VL_DISJK

LIMITED STREAMING LICENSE

Your MTI Rep: BARBARA MORGAN
Your MTI Account Number: 0076337
Contract #: 7054937 Printed on: 06/11/25

DISNEY LIMITED STREAMING LICENSE

Defined Terms Used in this License:

MTI Access Code: FRO3876560

Licensee: WILD ROSE SCHOOL OF CREATIVE ARTS

Streaming License Fee: \$ 75.00

Play: DISNEY'S FROZEN JR

Minimum Per Performance Royalty of \$ 0 against 0% of gross receipts, whichever is greater

The following shall constitute a rider to the associated Production Contract and is deemed incorporated by reference into such contract.

Licensee has requested the right to record its AMATEUR production of the Play to make it **solely available for viewing remotely on the CUR8.com streaming platform ("MTI Authorized Streaming Platform")**, and MTI has agreed, insofar as it is concerned, to permit such recording and streaming, strictly on the terms and conditions set forth in this Limited Streaming License and the associated Production Contract.

Accordingly, the Licensee agrees as follows:

A. GRANT OF RIGHTS AND STREAMING OPTIONS

- Grant of Capture and Streaming Rights.** Notwithstanding any prohibition against video recording in the associated Production Contract for the Play, this Streaming License grants Licensee permission to capture its live stage production of the Play, solely for the purpose of streaming it on the MTI Authorized Streaming Platform to remote audience members who have purchased tickets to view the stream through the MTI Authorized Streaming Platform ("Stream Viewers"). Licensee acknowledges and agrees that (i) all terms and conditions of the Production Contract and any associated riders, including the prohibition on making changes to the book, music and lyrics of the Play, apply to any performance livestreamed pursuant to this Streaming License (each, a "Video Performance"), and (ii) all Video Performances may be distributed only via the MTI Authorized Streaming Platform, and streaming, broadcasting or any other distribution of the Video Performance is not permitted on any other platform or service (e.g., YouTube, Vimeo, Google Classroom, Facebook, Zoom or other social media).
- Streaming Option for the Play:** This Streaming License permits the Licensee to livestream one or more performances of its live stage production using the MTI Authorized Streaming Platform solely to Stream Viewers broadcast live in real-time. Livestreams may be shown only live, although the MTI Authorized Streaming Platform will permit Stream Viewers a limited period of time to pause or restart from the beginning.
- Streaming Platform:** As a condition of this Streaming License, all streams must take place on the MTI Authorized Streaming Platform and Licensee must make arrangements with the MTI Authorized Streaming Platform separately. Licensee acknowledges that the MTI Authorized Streaming Platform will be password-protected and will not permit downloading, copying or other duplication or redistribution of the Video Performance.
- Royalties and Fees:** Licensee acknowledges that in addition to any royalties or other fees payable pursuant to the Production Contract for the right to produce and present the Play and the Streaming License Fee to acquire the rights granted in this Streaming License, Licensee must pay the Streaming Royalty listed at the top of this Streaming License. The Streaming Royalty is the greater of (a) the gross proceeds from all streaming tickets sold multiplied by the streaming royalty percentage set forth above and (b) the Per Performance Minimum Royalty set forth above. For example, if you are not charging for streaming tickets, you must still pay the Per Performance Minimum Royalty for each streaming performance. The aggregate Streaming Royalty will be deducted from the proceeds of all streaming tickets sales and paid directly to MTI by the MTI Authorized Streaming Platform. Additional per ticket charges may be imposed by the MTI Authorized Streaming Platform.

B. GENERAL TERMS AND CONDITIONS

- Changes:** If any of the conditions set forth in the Production Contract have changed in any way that would affect streaming performances (including change of dates, cancellation or addition of performance(s), ticket price adjustments), Licensee agrees it will notify its MTI customer representative in writing immediately, and MTI must approve all changes in writing before they may take effect. Such changes may alter the fees quoted in the Production Contract. If Licensee

DISNEY LIMITED STREAMING LICENSE continued

requests the right to add additional streaming performances, Licensee agrees not to announce, advertise, present or sell tickets for such additional performances without prior written approval from MTI.

6. **Advertising Restrictions:** Licensee is not permitted to advertise and sell tickets for the Video Performance regionally or nationally. Accordingly, Licensee agrees that its advertising, marketing and promotion of the Video Performance will be limited to its customary local outlets and its social media accounts. Licensee shall not issue any advertising or publicity for streaming to national media such as Broadway.com, Broadway World, Playbill, etc.
7. **Non-Commercial Venture.** Licensee acknowledges that the Video Performance may be created by Licensee solely for streaming on the MTI Authorized Streaming Platform and neither the Video Performance nor any other video recording of the Play may be sold, leased, duplicated or rented except as provided herein or in a separate MTI video license (available for certain titles only).
8. **Billing.** Licensee shall post the full billing credits for the Play onscreen, and shall follow all requirements as to order, size and wording of credits, as provided in the associated Production Contract). Licensee may also distribute a digital program to each Stream Viewer. Such billing shall include the following credit:

STREAMING IS PRESENTED BY SPECIAL ARRANGEMENT WITH

MUSIC THEATRE INTERNATIONAL (MTI) NEW YORK, NY.

All authorized performance materials are also supplied by MTI. mtishows.com

9. **Restriction on Distribution.** In no event may any recording of the Play authorized herein, either in whole or in part, be otherwise reproduced and/or disseminated in any way, including broadcasting, televising, sale or electronic transmission and/or posting on the Internet or social media except as expressly authorized in this Streaming License.
10. **Copyright Infringement.** Licensee understands that its failure to follow the above requirements, even if inadvertent, could subject Licensee to liability for statutory copyright infringement under federal law. Licensee agrees that, without limiting any other recovery that MTI and/or the rightsholder(s) may obtain against Licensee, whether at law or at equity, for its breach of this Agreement, Licensee shall, at a minimum, reimburse MTI and/or the rightsholder(s) for its out-of-pocket expenses and shall pay to MTI and/or the rightsholder(s) damages equal to three times the total license royalty fees paid or payable to MTI by Licensee for its production of the Play or statutory damages in lieu thereof.
11. **Third-Party Permissions.** Permission granted herein to make a Video Performance available to Stream Viewers is limited to rights in the Play only. MTI cannot grant permission for others whose permission may be required such as, but not limited to, performers, production personnel, directors, choreographers, and designers as well as the theatre or venue owner. Licensee shall obtain all necessary releases and permissions from such personnel (including parents or legal guardians of minor children) and any applicable unions (e.g., Actors Equity, American Federation of Musicians, etc.). Licensee shall indemnify, defend (with counsel chosen by the applicable party being indemnified) and hold harmless MTI and the authors and other rightsholders of the Play from and against all charges, damages, costs, expenses (including reasonable outside attorney's fees), judgments, settlements, penalties, liabilities or losses of any kind or nature whatsoever suffered or incurred by MTI, the authors and other rightsholders of the Play, and their respective parents, affiliates, subsidiaries, directors, officers, agents, employees, licensees, successors, and assigns arising out of any actual or threatened third-party action which relates in any way to the Video Performance or Licensee's live stage production of the Play.
12. **Compliance with Laws.** Licensee represents and agrees that it shall be aware of and comply with any and all applicable federal, state and local laws applicable to its production, including laws, regulations and ordinances pertaining to in-person gathering which may impact any aspect of Licensee's production of the Play, including but not limited to Licensee's rehearsals, performances and audience attendance. By permitting Licensee to stream its production, MTI makes no representation or assessment of the legality or prudence of the Licensee's decision to proceed with its production, nor shall MTI or the rightsholders be held liable for any claims arising out of Licensee's decision to proceed with its production. Licensee shall indemnify and hold MTI and the rightsholders harmless from any claims, costs, and damages arising out of Licensee's production.
13. **Limited Audiovisual Rights.** Other than to the limited extent provided for in the foregoing, no film rights, television rights or merchandising rights are made available to Licensee as part of this Streaming License. Licensee acknowledges that the rights granted are limited to capturing a live-stage performance and Licensee is not permitted to adapt the Play for video conferencing (e.g., Zoom) unless Paragraph 2 of this Streaming License includes remote performance rights.

DISNEY LIMITED STREAMING LICENSE *continued*

- 14. Limitation of Liability.** To the fullest extent provided by law, except as provided in the next sentence, in no event will MTI or the rightsholders of the Play be liable to Licensee on any legal theory (including, without limitation, negligence) or for its errors or omissions, or otherwise for any direct, special, indirect, incidental, consequential, punitive, exemplary, or other losses, costs, expenses, or damages arising out of this Limited Streaming License, even if MTI has been advised of the possibility of such losses, costs, expenses, or damages. MTI's and the rightsholders' total liability is limited to the total compensation paid to MTI under this Limited Streaming License.
- 15. Miscellaneous.** All other provisions, terms and conditions of the Production Contract and Riders shall continue in full force and effect.
- 16. Disney Image and Reputation.** Licensee acknowledges that the terms of the Additional Guidelines and Provisions incorporated by reference in the Licensee's Production Contract, including the provisions relating to the use of Disney intellectual property and its public image and reputation, apply to any content added by Licensee to the Video Performance (e.g., opening or closing credits, frames, intermission content, etc.). Licensee shall include the following copyright notice at the end of the video:

© Disney

ACCEPTANCE

By signing this Streaming License, you represent that you are authorized to sign this Streaming License on behalf of the Licensee, that you have read and understand the terms and conditions set forth in this Streaming License and that the Licensee agrees to abide by the terms and conditions contained herein.

PRINT YOUR NAME Paula Hart Rodas TITLE Superintendent

AUTHORIZED SIGNATURE _____ DATE June 25, 2025

EMAIL _____ DAY PHONE _____

Performances from Date _____ to Date _____

Disney FROZEN

Disney FROZEN KIDS

EXCITING NEWS!

We are delighted to announce that **DISNEY-APPROVED OLAF PUPPETS** are now available exclusively through **The Rock Shop Workshop**, the brilliant puppet creators behind *Disney's Winnie the Pooh: The New Stage Adaptation*.

RESERVE YOURS TODAY!

For pricing details and to secure puppets for your upcoming performances, please contact us at: frozen@RockShopWorkshop.com

COMING SOON

DISNEY-APPROVED SVEN PUPPETS

are currently in development and are anticipated to be available by June 2025.



RockShopWorkshop.com

MTI CONTRACT CHECKLIST

Before sending anything back to MTI, make sure you have completed all of the following steps!

Be sure to fill out:

- The **Additional Materials Order Form**, if applicable
- Transfer the total from Additional Materials to the **Production Contract**
- The "Total Amount Enclosed" on the **Production Contract**
- The Payment information completely on the **Production Contract**

Return the following completed forms, where applicable:

- The **Additional Materials Order Form**
- The **Limited Home Use Video Recording Permission** form
- The **Limited Streaming License**
- A copy of your **Purchase Order** (schools and government agencies only)

Complete, Sign, and Return ALL of the following:

- The **Production Contract** including:
 - Completed "Total Amount Enclosed"
 - Completed Payment information
- The **Disney Rider**
- **FULL Payment**

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) MTI ENTERPRISES INC.	
	2	Business name/disregarded entity name, if different from above. dba MUSIC THEATRE INTERNATIONAL	
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
	5	Address (number, street, and apt. or suite no.). See instructions. 423 W 55th STREET FLOOR 2	Requester's name and address (optional)
	6	City, state, and ZIP code NEW YORK, NY 10019	
	7	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
or									
Employer identification number									
1	3		2	9	7	6	4	6	8

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date 1/2/2025
------------------	--------------------------	----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

18. 24/25-1140 - AGREEMENT WITH FACTOR PARENT ENGAGEMENT ACADEMY

RECOMMENDATION

The Board of Education is requested to approve the renewal of the agreement with the Factor Parent Engagement Academy, which aims to improve students' academic achievement and parent engagement in schools, for the 2025-26 school year.

Rationale:

The Factor Parent Engagement Series for Monrovia Unified School District (MUSD) schools is designed to equip parents in support of the social-emotional and academic well-being of their children, help parents understand the school system, and support parents in the preparation of their children for college and career. This service would be delivered through an online 5-week program including the the following topics: family support in the academic performance of students, understanding core courses and A-G requirements, guidance regarding school committees and parent involvement, college preparation for the California university system, creating action plans for student success, importance and application of of STEM and EdTech, addressing math anxiety and applying study skills.

Background:

Factor Parent Engagement Academy began in 2017 serving six schools, and has grown to provide service to 55 schools and 20,000 families in the greater Los Angeles area. In the 2022-23 school year, the academy was piloted across eight schools in MUSD. At the conclusion of the 2023-24 school year, the academy served over 600 Parents with a 68% completion rate (895 enrolled).

Budget Implication (\$ Amount):

The approximate cost of the series at all school sites is not to exceed \$57,800.00 and Title I monies will fund the expenditure.

Legal References:

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

Additional Information:

A copy of the proposal is attached.

ATTACHMENTS

[Parent Engagement Academy Proposal 2025-26](#)



From:	Parent Engagement Academy P.O. BOX 6176 Whittier, CA 90609 562-652-8150	PROPOSAL
To:	Monrovia Unified School District 325 East Huntington Drive Monroe, CA 91016-3585	
Date:	June 25, 2025	
Expiration Date:	June 30, 2026	
District:	Monrovia Unified School District	
<p>Parent Engagement Academy (PEA), a nonprofit organization with over 29 years of experience in parent engagement, proposes to implement its <i>Families Acting Towards Results</i> (FACTOR) programs in selected schools. The goal is to strengthen family-school partnerships by equipping parents with practical tools to support their children’s academic and emotional development during the critical years.</p> <p>VISION: We aim to build a community where parents are actively engaged in their children’s overall learning.</p> <p>Program Overview. Parent Engagement Academy offers Families Acting Towards Results (FACTOR), a series of interactive online courses designed to strengthen parent involvement and improve student outcomes. These workshops empower families by focusing on the social, emotional, and physical development of children, while also equipping parents with essential academic knowledge and 21st-century skills. The FACTOR series includes a variety of tailored programs—FACTOR, FACTOR 2, FACTOR 3, FACTOR-ECE, FACTOR-D, and FACTOR 4—each addressing specific developmental stages and family needs. The research-based curriculum is designed to promote educational equity by enhancing academic achievement and fostering meaningful parent engagement across TK/K–12 school systems, especially in underserved communities.</p>		
1	Parent Engagement Academy will provide one of its parent training courses, FACTORS for the parents of the children enrolled in the school above mentioned.	
2	Parent Engagement Academy will conduct parent recruitment through phone outreach.	
3	PEA will deliver a series of five weekly training sessions, culminating in a graduation ceremony. Parents who attend at least three of the five sessions will receive a diploma of completion.	
4	Period of Performance: August 15, 2025 – June 30, 2026	

5	<p>Compensation:</p> <p>a. The school agrees to pay a fee of \$6,000 per school, per semester. This fee covers the cost of professionally trained class facilitators, program coordinators, recruitment staff, and digital class materials. The program includes 2 sessions, one session in English and, one session in Spanish each consisting of five weekly workshops held via Zoom. Each workshop will be 90 minutes in length, delivered over five consecutive weeks once a week.</p> <p>b. School interested in opening an additional class will agree to pay a fee of \$2,000</p> <p>Schools:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Bradoaks Elementary Science Academy</td> <td style="width: 50%;">Monrovia High School</td> </tr> <tr> <td>Clifton Middle School</td> <td>Plymouth Elementary School</td> </tr> <tr> <td>Mayflower Elementary School</td> <td>Santa Fe Computer Science Magnet MS</td> </tr> <tr> <td>Monroe Elementary School</td> <td>Wild Rose School of Creative</td> </tr> <tr> <td>Canyon Early Learning Center</td> <td></td> </tr> </table> <p>C. compensation: The school/ District agrees to pay a fee of \$4,000 for the two school sites. This fee covers the cost of professionally trained class facilitators, program coordinators, recruitment staff, and digital class materials. The program includes 2 sessions, one session in English and, one session in Spanish each consisting of five weekly workshops held via Zoom. Each workshop will be 90 minutes in length, delivered over five consecutive weeks once a week.</p> <p>Schools:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Canyon Oaks High</td> <td style="width: 50%;">Mountain Park</td> </tr> </table>	Bradoaks Elementary Science Academy	Monrovia High School	Clifton Middle School	Plymouth Elementary School	Mayflower Elementary School	Santa Fe Computer Science Magnet MS	Monroe Elementary School	Wild Rose School of Creative	Canyon Early Learning Center		Canyon Oaks High	Mountain Park
Bradoaks Elementary Science Academy	Monrovia High School												
Clifton Middle School	Plymouth Elementary School												
Mayflower Elementary School	Santa Fe Computer Science Magnet MS												
Monroe Elementary School	Wild Rose School of Creative												
Canyon Early Learning Center													
Canyon Oaks High	Mountain Park												

SIGNATURES

MONROVIA UNIFIED SCHOOL DISTRICT

Name: Dr. Paula Hart Rodas

Title: Superintendent


Signature: _____

Date: June 25, 2025

PARENT ENGAGEMENT ACADEMY

Name: Maria Elena Meraz

Title: Chief Executive Officer

Signature: 

Date: May 28, 2025

Pathway to Success

OBJECTIVES:

SESSION 1 – Pathway to Success

1. Understand the "Pathway to Success" model that will be covered throughout the program.
2. Recognize the importance of family support in students' academic performance and learn strategies to help them express their emotions.
3. Explore the "Habits of the Mind."
4. Gain an understanding of Grade Point Average (GPA).
5. Learn about honors classes, advanced classes, the GATE program, and Dual Enrollment opportunities.

SESSION 2 – Our Children's Well-Being

1. Identify the benefits of physical activity.
2. Understand how proper nutrition impacts academic performance.
3. Learn about core courses and the A-G requirements.
4. Receive information about academic records, transcripts, and cumulative (CUM) files.
5. Discover the role and purpose of extracurricular activities in education.

SESSION 3 – Learning About the U.S. Educational System

1. Support student communication through tools like reading.
2. Understand the Common Core State Standards, their function, and purpose.
3. Gain insights into the United States Educational System.
4. Learn about school committees and how parents can get involved.
5. Recognize the importance of meeting with teachers or academic counselors and explore techniques for effective communication.

SESSION 4 – Getting Ready for College

1. Understand how the California university system operates.
2. Map your children's progress along the pathway to success.
3. Identify college admission requirements.
4. Learn the basics of financial literacy.
5. Explore financing options for university education.
6. Discover careers in STEM and STEAM fields.

SESSION 5 – 21st-Century Skills

1. Recognize the role of technology in daily life, academics, and future careers.
2. Learn about 21st-century skills and how to help children develop them.
3. Understand the achievement gap and strategies to close it.
4. Develop an actionable plan to support children's success.

SOCIAL EMOTIONAL LEARNING AND THE AGE OF TECHNOLOGY–STEM-STEAM**OBJECTIVES:****SESSION 1: Social-Emotional Learning**

1. Getting to know the role that we have as parents in the development of our children from an early age.
2. Understand the advantages of social-emotional learning.
3. Analyze the difficulties our children go through and help them prevent social-emotional problems.
4. To know the activities and programs that complement their social-emotional learning.

SESSION 2: Social-Emotional Problems and Preventions

1. Become familiar with social-emotional problems faced by students
2. Learn about bullying, cyberbullying, and suicide.
3. Recognize symptoms and signals of emotional distress.
4. Discuss strategies that you can implement to reduce social-emotional challenges.

SESSION 3 : The Age of Technology

1. To know what the Industrial Revolution 4.0 is and why do we live in the Age of Technology.
2. To learn about the importance of mathematics and sciences in education.
3. To know about the different activities that we can do with our children to encourage the study of mathematics and sciences.
4. To define the courses or classes necessary to guide our children towards an environment where they can work and develop the technology.
5. To study how the Common Core State Standards (CCSS) and the Next Generation Science Standards (NGSS) help to reinforce mathematics and sciences in the Education System.

SESSION 4 : STEM and its importance for the future

1. To know about the application and the importance of STEM.
2. To study which are the 21st Century competencies that will allow us to work with STEM.
3. To understand the importance of Art for STEM disciplines.
4. To know which competencies help us to create innovation.
5. To review which are the Basic Classes and why should we follow them.
6. To know how the Gender Gap is affecting us.
7. To identify the extracurricular activities that will help us develop knowledge and abilities related to STEM.

SESSION 5: Educational Technology (ED TECH)

1. To know the concept and utility of Educational Technology (EdTech).
2. To learn the importance of adapting to new educational models.
3. To recognize video games and platforms where our children can acquire new abilities.
4. To learn about the educational use that we can give to technological devices.
5. To know about the financial options for universities.

MINDSET FOR PARENTS

OBJECTIVES:

SESSION 1: Growth Mindset

1. Introducing the concept of a Growth Mindset.
2. Learn how fostering a growth mindset can help students succeed in life.
3. Distinguish between a growth mindset and a fixed mindset.
4. Know a parent's role in this process.
5. Obtain tools that allow me to promote behavioral changes in my children.

SESSION 2: How to reduce Bullying and foster mathematical intelligence

1. Adopting a growth mindset in daily life.
2. Reduce Bullying by Cultivating Growth Mindsets.
3. Addressing Math anxiety.
4. Common Core State Standards – Mathematics.
5. Keys to developing Mathematical Intelligence.

SESSION 3: The Growth mindset and the path to success

1. Recognize how a growth mindset impacts a student's success in college.
2. Learn the benefits of recognition and positive feedback.
3. Discover the power of Not Yet.
4. Learn about Grit.
5. Recognize the importance of failure.
6. Preparing for the transition from high school to college and the challenges of the first year in college.

SESSION 4: College Readiness

1. Why it is important to prepare our children for college.
2. Learn about the soft skills and executive brain skills our children need to be successful in college.
3. Know the requirements of the Path to Success
4. Learn the importance of The Senior Project
5. Understand the importance of the Personal Statement

SESSION 5: Transition to University

1. Review College Readiness Concept
2. Learn about California's University System
3. Analyze the Road to Success Diagram
4. Understand how Federal Financial Aid Works
5. Become familiar with the FAFSA & DREAM ACT forms.
6. Prepare for transitioning from high school to college and the challenges of the first year of college.

Key Concepts of Artificial Intelligence and Risk Detection of Drug Use in Adolescence and the Path to Academic Success

OBJECTIVES:

Session 1: Artificial Intelligence

1. Introduce what Artificial Intelligence (AI) is and explain the basic concepts and types of AI.
2. Discuss the history and evolution of AI.
3. Present examples of AI in daily life and in the California education system.
4. Explain why ethics and privacy are important when using AI tools.

Session 2: Artificial Intelligence in the California Education System

1. Understand the key concepts and applications of AI in education.
2. Explore examples of how AI supports student learning and teaching in California schools.
3. Highlight the importance of ethical use of AI.
4. Reflect on the impact of AI: analyze benefits, challenges, and risks to promote a balanced perspective.

Session 3: Adolescent Brain Development and Its Impact on Behavior

1. Understand the stages of adolescence and the physical, emotional, and cognitive changes that occur during this period.
2. Recognize how the adolescent brain develops and how this influences behavior, decision-making, and emotional regulation.
3. Identify common mental health challenges, such as anxiety and depression, and learn strategies to address them.
4. Explore the impact of technology and social media.

Session 4: Prevention of Fentanyl and Other Substance

1. Understand what fentanyl is, its effects, and the risks associated with its use.
2. Identify risk factors and warning signs of substance use in adolescents.
3. Explore prevention strategies and the role of the family in promoting healthy habits.
4. Learn about available support resources and tools for intervention in case of suspected use or consumption.

Session 5: College Preparation: Tools for Academic and Personal Success

1. Understand the concept of college readiness and its relevance in transitioning to higher education.
2. Explore key skills for academic success, such as time management, autonomy, and decision-making.
3. Analyze the emotional and social challenges of university life and strategies to cope with them.
4. Identify available resources to support students in their academic and professional development.

EARLY CHILDHOOD EDUCATION PROGRAM OBJECTIVES

SESSION 1 - EARLY CHILDHOOD EDUCATION

Introduce the Early Childhood Education concept

Get to know the importance of Early Childhood Education and its benefits over intellectual, social, and emotional development

Understand how the brain is built during early childhood and the negative effects of toxic stress

Get to know the key areas of Early Childhood Development

Learn about the importance of proper nutrition during the first years of life.

SESSION 2 – CREATE A HEALTHY ENVIROMENT

Get to know the Early Childhood stages of development.

Discover how to create a healthy environment at home that facilitates the development of your children.

Milestones to watch for to ensure proper development for your children.

Learn about the core skills every child should develop during the early stages of development

SESSION 3 - EARLY LITERACY AND EARLY MATH SKILLS DEVELOPMENT

Get to know the benefits of early literacy

Learn about the science behind early literacy and brain development in the early years

Get to know essential tips to promote reading at home

Obtain a list of recommended books to read with your children at home.

math skills in your children

SESSION 4 -THE PATHWAY TO SUCCESS IN KINDERGARTEN

Get to know the importance of Social Emotional Development during early childhood.

Learn about skills every child needs to be ready before kindergarten

Be informed about the Common Core State Standards

Discover apps and games that enhance your child's development

Review the most important topics to cover when meeting with your child's teacher

SESSION 5 -REFLECTION AND SHARING

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

19. 24/25-1141 - AGREEMENT WITH HATCHING RESULTS

RECOMMENDATION

The Board of Education is requested to approve an agreement with Hatching Results for the purpose of providing professional development for counselors and administrators within the Monrovia Unified School District for the 2025-26 school year.

Rationale:

Hatching Results is the premier organization for designing and delivering high-quality, evidence-based professional learning for school counselors and administrators on the school counselor's role in a multi-tiered system of supports, conducting root-cause analysis, the delivery of evidence-based tiered interventions, effective districtwide systems, and leadership practices. School counselors are uniquely trained to work within a framework of a multi-tiered system of supports that is inclusive of their role in students' academic, college and career, and social-emotional development. School counselors support the development of all students with a particular focus on the needs of special populations and collaborate with key stakeholders to facilitate learning success. Through the delivery of a comprehensive school counseling program that reaches all students, school counselors provide preventative Tier 1 instruction while also supporting students who are experiencing trauma, mental/emotional/social unwellness, academic challenge, and postsecondary planning struggles via Tier 2 and 3 interventions and systems change advocacy.

Background:

Budget Implication (\$ Amount):

The total cost of the one-year service plan is \$22,600 that will be paid from Supplemental and Concentration (S&C) funding.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

[Hatching Results Agreement 2025-26](#)



AGREEMENT FOR PROFESSIONAL EXPERT/CONTRACTOR SERVICES

This agreement is made and entered into on Monday, June 16, 2025, by and between Monrovia Unified School District, located at 325 East Huntington Dr., Monrovia, CA 91016, hereinafter known as “DISTRICT,” and Hatching Results hereinafter referred to as “CONTRACTOR.”

WHEREAS, the DISTRICT is desirous of having certain special services performed (training, consultation, coaching, keynote, evaluation, etc.); and WHEREAS, the CONTRACTOR is willing to perform such services, NOW THEREFORE, and in consideration of the mutual promises and agreements herein contained, IT IS AGREED by and between the parties hereto as follows:

1. **SCOPE OF WORK.**

Professional Learning (“PL”): Two (2) days of In-Person Professional Learning for school counselors, administrators, and other critical partners. Includes one (1) PL Specialist, pre-training consultation, “toolkit” slide presentations with yearlong access for all participants, “action period” extension activities, evaluation, and follow up reports.

Consultation & Coaching: Four (4) hours of Virtual Consultation and/or Artifact Review which can be used by district leaders to address district- or site-specific issues and receive technical assistance. Artifact review includes verbal feedback and recommendations (e.g. school counselor job description, performance evaluation, program handbook, website). Inclusive of preparation and follow up.

Services will be provided by an expert consultant from the Hatching Results team, per agreement.

2. **AMENDMENT OF SCOPE OF WORK.**

Scope of work may be amended by written agreement of both the CONTRACTOR and the DISTRICT.

3. **TIME OF COMPLETION.**

The CONTRACTOR will collaborate with the DISTRICT to complete all services outlined in the scope of work by June 30, 2026. All unused services will expire at the end of this service period, and no refunds or credits will be provided for any unused services.

4. **AMOUNT OF PAYMENT.**

DISTRICT shall pay the sum of \$22,600 as full payment for services (excluding travel costs addressed in section 12) set forth herein. Upon mutual agreement of both parties, rates may be adjusted to reflect a significant shift in the scope of work.

5. **PAYMENT SCHEDULE.**

CONTRACTOR will bill for 25% of the total contract amount (\$5,650) at the beginning of the 2025-26 academic year to cover costs of materials, travel, training preparation time, etc. The remaining 75% will be billed in three (3) equal quarterly installments of \$5,650 during the 2025-26 academic year. DISTRICT will ensure payment is made to CONTRACTOR within 30 days of receipt of each invoice. Any outstanding installment payments past 60 days are subject to a late fee equal to 5% of the installment.

6. **RECORDS.**

CONTRACTOR will maintain records with regard to work performed under this agreement in a form acceptable to DISTRICT. DISTRICT shall have the right to request records at any reasonable time.

7. **NON-ASSIGNABILITY.**

This agreement and the rights and duties thereunder shall not be assigned in whole or in part without the express written consent of DISTRICT.

8. **INSURANCE.**

CONTRACTOR shall maintain Commercial General Liability coverage for not less than \$2,000,000 per occurrence, \$4,000,000 general aggregate, and \$4,000,000 Products/Completed Operations aggregate; Automobile Liability for not less than \$1,000,000 each accident; Professional Liability/Errors & Omissions for not less than \$2,000,000 each occurrence, \$2,000,000 aggregate; and Workers Compensation at statutory limits, during the term of this contract.

9. **LOCATION OF WORK.**

CONTRACTOR services are to be performed virtually/online and/or at location(s) TBD within DISTRICT.

10. **RESPONSIBILITIES.**

- CONTRACTOR requests attendees have a copy of *The Use of Data in School Counseling: Hatching Results for Students, Programs and the Profession* (2014) or *The Use of Data in School Counseling: Hatching Results (and So Much More) for Students, Programs, and the Profession* (2nd ed., 2021).
- CONTRACTOR recommends attendees have a copy of *The ASCA National Model: A Framework for School Counseling Programs* (4th ed.).



- CONTRACTOR *does not* provide handouts of presentation or training materials but rather gives access to presentation, resources, and handouts online via LiveBinder or Google (LiveBinder access is available until six months after completion of contract only).
- DISTRICT will provide a PowerPoint Projector and, if more than 20 attendees, a wireless microphone for presenter/s.
- DISTRICT will secure a training room with enough space to meet the legal requirements and local recommendations for health and safety with appropriate screen(s) to adequately service expected number of attendees.
- DISTRICT will arrange room in such a way that attendees are forward facing with optimal viewing of speaker/screen at tables with enough room to utilize texts or other training materials.

11. PROMOTIONAL USE.

DISTRICT agrees that CONTRACTOR may identify the DISTRICT on its website, Facebook or Twitter account, and agrees to allow use of testimonials and results of attendees' training evaluations.

12. TRAVEL COSTS.

The Contract is inclusive; no actual travel costs are to be reimbursed except as otherwise set forth in this agreement. "Travel costs" include all actual and necessary expenses for air travel, hotels, ground transportation, parking, meals and mileage. With respect to any training session that CONTRACTOR is required to provide and/or attend under this Agreement, either in-person or virtually, that is either arranged, canceled, rescheduled or relocated by someone other than the CONTRACTOR with less than forty-five (45) days' notice, the CONTRACTOR shall add to its next invoice, and the DISTRICT shall reimburse to CONTRACTOR as invoiced, the following travel costs for each such training session:

- Any non-cancellable travel costs incurred by CONTRACTOR;
- If a travel cost is cancellable, any cancellation fees incurred by CONTRACTOR in cancellation thereof; and
- Any additional rush, premium, late or similar fees incurred by CONTRACTOR on travel costs incurred with less than forty-five (45) days' notice.

13. CANCELLATION.

This agreement may be canceled by DISTRICT or CONTRACTOR upon the provision of thirty (30) days advanced notice. In the event of a cancellation, DISTRICT agrees to pay CONTRACTOR for all work performed and travel-related expenses acquired to the date of cancellation.

14. FUNDS AVAILABLE & AUTHORIZED.

DISTRICT certifies at the time the agreement is written that sufficient funds are available and authorized for expenditure to finance costs of this agreement within the DISTRICT'S current appropriation and limitation. CONTRACTOR understands and agrees that DISTRICT'S payment of amounts under this agreement attributable to work performed after the last date of the current biennium is contingent on DISTRICT receiving appropriations, limitations, or other expenditure authority sufficient to allow DISTRICT, in the exercise of its reasonable administrative discretion, to continue to make payments under this agreement. In the event the DISTRICT fails to have sufficient appropriations, limitations, or other expenditure authority, DISTRICT may terminate this agreement without penalty or liability to the DISTRICT, effective upon the delivery of written notice to the CONTRACTOR, with no further liability to CONTRACTOR.

15. HOLD HARMLESS & INDEMNIFICATION.

Each party agrees to indemnify and hold the other party harmless from all liability for damage, actual, or allowed, to persons or property arising out of or resulting from negligent acts or omissions of the indemnifying party.

SIGNATURES APPEAR ON THE FOLLOWING PAGE.



IN WITNESS WHEREOF, the parties hereto have executed this agreement in accordance with the laws of California on the day, month and year first above written.

SIGNATURES:

Danielle Duarte

Danielle Duarte (Jun 16, 2025 14:38 CDT)

CONTRACTOR: **Danielle Duarte, Ed.L.D.**
President

06/16/2025

Date

Business Address:

Hatching Results, Inc.
2907 Shelter Island Drive #150-287
San Diego, CA 92106
EIN #39-2061303
Office: (707) 497-4395
Fax: (888) 317-7602
admin@hatchingresults.com

DISTRICT: **Dr. Paula Hart Rodas**
Superintendent

06/25/2025

Date

District Address (for Billing Purposes):

Attn: Eva Puccio
Monrovia Unified School District
325 East Huntington Dr.
Monrovia, CA 91016
(626) 471-2031
epuccio@monroviaschools.net






Agreement for Professional Expert 2025-26 Monrovia USD

Final Audit Report

2025-06-16

Created:	2025-06-16
By:	Allie Krikorian (allie@hatchingresults.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5PngbeqtFAKIU71gfTiNZufJLCtR9oOK

"Agreement for Professional Expert 2025-26 Monrovia USD" History

-  Document created by Allie Krikorian (allie@hatchingresults.com)
2025-06-16 - 7:32:29 PM GMT
-  Document emailed to Danielle Duarte (danielle@hatchingresults.com) for signature
2025-06-16 - 7:32:35 PM GMT
-  Email viewed by Danielle Duarte (danielle@hatchingresults.com)
2025-06-16 - 7:37:09 PM GMT
-  Document e-signed by Danielle Duarte (danielle@hatchingresults.com)
Signature Date: 2025-06-16 - 7:38:38 PM GMT - Time Source: server
-  Agreement completed.
2025-06-16 - 7:38:38 PM GMT

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

20. 24/25-1142 - NON-PUBLIC SCHOOL/AGENCY CONTRACTS

RECOMMENDATION

The Board of Education is requested to approve Non-Public School/Agency Master Contracts as detailed in the Master Contract Report for the 2025/2026 school year, beginning July 1st, 2025 through June 30, 2026.

Rationale:

The California Education Code allows for the placement of special education students in non-public schools when no appropriate public school programs are available. SELPA (Special Education Local Plan Area) recommends that a master contract for each school/agency providing services for special education students be submitted for Board approval/ratification at the beginning of each school year. The contracts will specify services and fees specific to the school. Once the master contract is approved, an Individual Service Agreement (ISA) for each special education student needing services not provided by Monrovia Unified School District programs will be submitted to the Superintendent for approval for services specified by the Individual Education Plan (IEP).

Background:

Budget Implication (\$ Amount):

Legal References:

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

Additional Information:

The Master Contract report is attached.

ATTACHMENTS

[Master Contracts - Report No. 3.xlsx - Sheet1 \(1\).pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Non-Public School/Agency Master Contracts 2024-2025
Report #3

	Non-Public School/Agency	Basic Education Daily Rate	Residential	Counseling	IHH/SAI	Speech/ Aud Verbal Therapy*	APE/ATT	OT/PT	Assessment	Social Worker/ Nurse	Ed.Therapy/ FBA*	BII	BID	Transport	1 to 1 Aide	Nutrition
1	Almanson/Westmoreland	\$187.91		\$75.78-\$105.13 per/hr	\$126.16 per/hr	\$75.34-112.14 per/hr	\$75.34-112.14 per/hr	\$126.16 OT/PT per/hr		\$75.77 per/hr Social Worker \$126.16 per/hr Nurse		\$72.16 per/hr	\$99.87 per/hr	\$127.91 daily	\$35.99 per/hr	
2	Behavioral Emotional & Academic Mentoring (BEAM)			\$120.00-\$150.00		\$150.00		\$150.00 OT per/hr	\$300.00-\$1,850.00	\$150.00 per/hr		\$150.00 per/hr	\$150.00 per/hr			
3	Sea Change Therapy LLC					\$70 per/hr	\$85 per/hr	\$96 per/hr		\$96 per/hr						
4	Dynamic Education Services, Inc.			\$145.00 per/hr	\$150.00 per/hr	\$175.00 per/hr		\$175.00 per/hr OT	\$2,250.00 - \$3,900 Assessment \$6,200.00 IEE			\$95.00 per/hr	\$145.00 per/hr			
5	Frostig Center	\$163.46		\$155.00 per/hr		\$130.00-\$150.00 per/hr		\$175.00 per/hr	\$725 - \$1,220.00		\$140.00 per/hr					
6	Justine Sherman & Associates, Inc.					\$82.50 - \$235.00			\$2,800.00 IEE							
7	Beach Cities	\$181.65		\$89.11 Ind/hr \$88.11 grp/hr	\$181.65/day	\$112.67 per/hr		\$102.43 per/hr	\$1,024.30-\$1,536.45			\$68.16 per/hr	\$102.43 per/hr			
8	The Help Group's North Hills Prep	\$195.37	\$572.27	\$159.79 Ind/hr \$88.42 grp/hr \$53.26 per/30 min		\$167.25 Ind/hr \$91.61 Grp/hr \$55.39 Grp/30 min		\$167.25 Ind/hr \$91.61 Grp/hr \$95.87 Ind/30 min				\$128.04	\$153.65	\$100.13 Valley Campuses	\$35.15 per/hr	
9	Professional Tutors of America			\$143.00 per/hr				\$143.00 per/hr				\$143.00 per/hr				
10	Villa Esperanza Services	\$174.96				\$189.50 per/hr		\$189.50 per/hr	\$1,075.00			\$153.65 per/hr	\$153.65 per/hr		\$40.50 per/hr	\$16.00 per day

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

21. 24/25-1143 - STAFFING AGREEMENT WITH RCM HEALTH CARE SERVICES

RECOMMENDATION

The Board of Education is requested to approve the Staffing Agreement with RCM Health Care Services effective July 1, 2025, through June 30, 2026, for para-educator support, nursing staff, and other special education related service providers.

Rationale:

This Staffing Agreement will provide para-educators, RBTs, BCBAs, school psychologists, OTs, PLs, SLPs, as well as nurse support when needed for the Monrovia Unified School District.

Background:

Budget Implication (\$ Amount):

Legal References:

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

Additional Information:

The staffing agreement is attached.

ATTACHMENTS

[Complete_with_Docusign_Monrovia_USD_Contract \(4\) \(1\).pdf](#)



333 7th Avenue
18th Floor
New York, NY 10001

CLIENT AGREEMENT

This is an agreement made as of this July 1st 2025 between RCM TECHNOLOGIES (USA) Inc. dba RCM HEALTH CARE SERVICES, INC. (the "FIRM"), a New Jersey corporation having its principal office at 333 7th Ave. 18th Fl. New York, NY 10001, and ("the client"), Monrovia Unified School District, an address at the end of this agreement.

Recitals:

- A. The Firm engages in the business of providing temporary and permanent employees in various fields, including persons of the following descriptions who are interested in and qualified to perform services for the Client to be referred to as "Service Providers" see rate page addendum.
- B. The Firm may engage subcontractors to provide your facility with Service Providers. In the event subcontractors are engaged, RCM will notify client at time of assignment and will assure that all subcontractor service providers meet the qualifications as outlined in the contract. RCM will evaluate the services provided by subcontractors on an ongoing basis.
 - a. As the provider of staffing services, The Firm will be the employer of Service Providers or serves as the Registry for Independent Contractor Service Providers and shall not by reason of their assignment to client through RCM become employees of the client. In the event an Independent Contractor Service Provider is assigned to the facility, the client will be notified at the time or assignment.
- C. The Client desires that during the term of this Agreement the Firm locate and furnish Service Providers to the Client, as required by the Client. From time to time the Client will communicate to the Firm job positions which it desires filled with Service Providers and will give the Firm requests for same ("Job Orders"). It is also anticipated that the Firm inform the Client that Service Providers are available to the Client without having first received a Job Order.

NOW, THEREFORE, in consideration of the respective promises of the parties contained herein, it is agreed as follows:

I. TERM OF THIS AGREEMENT

- (a) This Agreement shall become effective upon execution by both parties and shall remain in full force and effect until June 30th, 2026.
- (b) The Client may terminate this Agreement without cause by giving thirty (30) days' written notice to the Firm prior to the date on which such termination is to take effect. Each party also has the right to terminate this Agreement immediately if the other party breaches or is in default of any obligation hereunder.

II. LOCATING OF SERVICE PROVIDERS; QUALIFICATIONS AND LICENSES; MALPRACTICE INSURANCE

- (a) During the term of this Agreement the Firm agrees to seek to fill the Client's Job Orders for Service Providers.
- (b) The Firm shall locate for Client only those Service Providers who have valid professional licenses, appropriate levels of professional liability insurance and/or other qualifications required by law for the performance of the services required by the Client. No Service Provider will be referred to the Client without the proper documentation required by federal, state, or local law.
- (c) The Firm shall verify the Service Provider's licensure, certification, and work experience to assure they are competent and possess the skills and experience appropriate for the assignment.

In addition to establishing the professional competency of each Service Provider, the Firm is responsible for the completion of a Criminal Background Check.

The Firm shall document the screening provided to each Service Provider, including the Service Provider's name, the date of each screening and the result(s) discovered, and shall submit that information, in writing, to the Client with each Service Provider that is presented.

RCM Health Care Services will maintain required employee health documentation that each Service Provider is physically capable of providing the services requested, has a negative drug screen and is free of contagious disease and does not otherwise present a health hazard to those that the Service Provider may come in contact with.

(A) REQUEST FOR SERVICE PROVIDERS

Client will attempt to make any Service Provider request at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of assigned personnel. Emergency and last-minute requests may be placed at any time by facility. All information regarding reporting time and assignment will be provided at the time of the initial call. For any other cancellation fewer than two (2) hours before the scheduled report time, Client will be billed for two (2) hours at the agreed hourly rate.

(B) CLIENT RESPONSIBILITIES

Client may only place Service Providers in assignments that match the job description for which The Firm assigns them; if an Service Provider is asked to float to another department with the client, the department must be a like department or unit and the float employee must have demonstrated previous competency and have the appropriate certifications, credentials for that department/unit.

It shall be the responsibility of the client to cooperate in an evaluation of each Service Provider relative to such provider's ability to perform specific job functions upon completion of employee's assignment.

It shall be the responsibility of the Client to notify The Firm within 24 hours of the event; any competency issues, incidents, and/or complaints related to the Service Provider and/or The Firm. Client agrees to initiate communication with The Firm whenever an incident/injury report related to the Service Provider is completed. Upon notification, The Firm shall document and track all unexpected incidents, including errors, sentinel events and other events, injuries and safety hazards related to the care and services provided.

(C) PATIENT CARE RESPONSIBILITY

Client retains full responsibility and authority for patient care while using Firm's Service Providers.

(D) ORIENTATION

The Firm will cooperate with Client to provide the Firm's Service Providers with adequate orientation to the Client. It shall be the responsibility of Client to orient Firm's Service Providers to the facility including; its rules and regulations, facility policies and procedures, physical layout, equipment and to validate competency and ability of Service Provider. Client will orient Firm Service Providers to its hazard communication procedures and the Client-specific Exposure Control Plan as it pertains to OSHA requirements for bloodborne pathogens. The Client shall cooperate in the orientation of all Service Providers to the Client site. This orientation shall include HIPPA training for all Service Providers.

(E) PAY SCHEDULE

- a) The Client is responsible to pay Firm according to Exhibit A. Any special rates will be quoted at the time of determination of the specific need once an order is place and confirmed with an Exhibit A. To comply with state law any Firm employee who works over eight hours per day or forty hours in any week will be paid time and one half, commencing with the 41st hour, and Client will be charged one and one half times the regular rate for such hours. RCM will give Client 30 days advance notice of any rate change.
- b) The Client shall have the responsibility to verify the hours of services provided by each Service Provider and to approve those hours by signing the time records submitted to the Client by the Service Providers for verification. The Client's signing of a time record of a Service Provider and submission of the time record to the Firm shall constitute the Client's agreement to pay the Firm for the hours shown on the time record. A minimum of seven hours is expected for all assignments unless prior arrangements are negotiated.
- c) The Client agrees to pay the Firm's Invoice within thirty (30) days after receipt.
- d) Invoice shall be submitted to the following address at the end of this agreement:

(F) CLIENT'S RIGHT TO TERMINATE THE SERVICES OF A SERVICE PROVIDER

- (a) In the event that subsequent to a Service Provider's commencement of services, the Client determines that the Service Provider lacks the skills or abilities needed to properly perform services relating to the Service Provider or that the Client no longer has need of the Service Provider, the Client may terminate the services of the Service Provider by giving 24 hours' notice to the Firm (a "Termination Notice").
- (b) Upon receipt of a Termination Notice the Firm shall immediately notify Service Provider of the termination.

(G) OSHA Regulations

The Federal Occupational Safety and Health Administration (OSHA) requires that all medical technical personnel have training with respect to Blood Borne Pathogens and Hepatitis B inoculations at no charge to the employee. Firm has an In-Service training/inoculation program to ensure all technical temporary employees assigned to Client are in compliance with these requirements. Client is responsible to supply a safe and suitable workplace for Firm employees and assumes sole responsibility for complying with applicable federal and state occupational safety and health plans and regulations.

(H) CONVERSION FEE

If CLIENT wishes to hire a Service Provider assigned to CLIENT by RCM, CLIENT will pay a conversion fee of 20% of first year's compensation reduced by ½% for each month of full-time hours (171 hours) the Service Provider has worked. This conversion fee shall not fall below 15% regardless of the number of months worked.

(I) THERE IS A PENALTY IF CLIENT HIRES AN RCM SERVICE PROVIDER FROM RCM WITHOUT CONSENT FROM RCM.

This means for a period of twelve (12) months following the submission of a Service Provider's resume OR twelve (12) months following the last day of service by the Service Provider to CLIENT, Client is prohibited from directly or indirectly hiring said Service Provider from any other source (other than RCM) without obtaining the Firm's prior written consent, such consent to not be unreasonably withheld. If Client violates this provision, Client shall pay a penalty in the amount of \$15,000 to the Firm.

Under no circumstances can the client directly or indirectly hire any RCM candidate that is part of the foreign program. Candidates in the foreign program are identified as those who are being sponsored for visas by RCM. Client may request proof of sponsorship for any candidate and RCM will comply with official government documentation.

(J) INDEMNITY CLAUSE

(A) MUTUAL INDEMNITY PROVISION:

RCM shall defend, indemnify and hold harmless CLIENT from any liability or expense to the extent that such liability or expense arises out of any property loss or damage or personal or bodily injury (including death) caused directly by the negligent acts or omissions of RCM or RCM's employees or Independent Contractors (including but not limited to its Service Providers). This provision shall survive the termination or expiration of this agreement.

CLIENT shall defend, indemnify and hold harmless RCM from any liability or expense to the extent that such liability or expense arises out of any property loss or damage or personal or bodily injury (including death) caused directly by the negligent acts or omissions of CLIENT, its employees, medical staff agents or volunteers, including but not limited to negligence in the supervision of RCM's providers. This provision shall survive the termination or expiration of this agreement.

(K) General

- (A) Client acknowledges that Firm is an equal opportunity employer and agrees that it shall not harass, discriminate against or retaliate against any temporary employee because of his or her age, race, national origin, sex, disability, marital status, religion, color, sexual orientation or other category protected by law, nor shall Client cause or request Firm to engage in such discrimination.
- a. This Agreement shall be governed and construed in accordance with the law of the State of New York. The parties agree to submit any and all disputes arising out of this Agreement, including its interpretation, exclusively to the State of New York.
 - b. No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented.
 - c. This Agreement shall be deemed the entire agreement between the parties hereto and supersede all previous negotiations, understandings or agreements. No representations, statements, inducements, oral or written, not contained herein, shall be binding upon the parties.
- (B) This Agreement may not be modified except by a writing signed by both parties.
- a. This Agreement may not be assigned by either party without the prior written consent of the other party. This Agreement shall be binding upon and shall insure to the benefit of the parties' respective heirs, administrators, executors, personal representatives, successors, and assigns.
- (C) For a period of four years after the expiration or termination of this Agreement, the Firm shall make available, upon request for the Secretary of Health and Human Services, the Comptroller General of the United States or any of their duly authorized representatives, this Agreement and books, documents and records of the Firm that are necessary to verify the nature and extent of the costs of the services provided hereunder by the Firm, in accordance with applicable United States government regulations in effect from time to time. If the Firm carries out any of its duties under this agreement through a subcontract through a related organization, the value or cost of which is \$10,000 or more over a twelve-month period, such subcontract shall contain a clause to the effect that until the expiration of four years after the furnishing of services pursuant to such subcontract, the related organization shall make available, upon request from the Secretary of Health and Human Services, the Comptroller General of the United States or any of their duly authorized representatives, the subcontract and books, documents and records of the related organization that are necessary to verify the nature and extent of such costs.
- (D) The Client has developed and implemented a Corporate Compliance Plan to ensure all business activity is conducted in accordance with all federal, state and other laws and regulations as appropriate. The Firm thereby agrees that it will comply with the Client's Compliance Plan and will conduct its business in accordance with all federal, state and other laws and regulations as appropriate.
- (E) The parties warrant they are in good standing with all federal and state programs, and that they are properly qualified, licensed, registered and/or certified in conformity with federal and state laws and regulations. Should either party's status in regard to same change, that party will notify the other party immediately, and the party that is notified shall have the right to immediately terminate this Agreement.
- (F) Each party agrees to maintain during the term of this Agreement general liability insurance, including products and contractual liability coverage, with minimum coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate and professional liability insurance with minimum coverage of \$1,000,000 per occurrence and \$3,000,000 in the aggregate. Each party shall, upon request, supply the other party with a Certificate of Insurance confirming that such insurance is in effect.
- (G) Independent Contractor. The parties agree that they are independent businesses, and function as independent contractors in relation to each other. On this basis, the parties have and shall maintain sole financial responsibility for payment of all of their own taxes, unemployment, workers' compensation, and other such withholding or insurance on account of their own performances under the terms of this Agreement.

- (H) No Exclusivity. As independent contractors of each other, the parties agree that the Client currently contracts for similar services provided by the Firm with other persons and/or entities. The Firm hereby agrees that notwithstanding the commencement of the Firm's services under this Agreement, the Client may continue to contract for any such services with other persons and/or entities.
- (I) Notwithstanding the above, the Firm agrees that it will not refer Service Providers produced as a result of its efforts under this Agreement to any other clients without obtaining the Client's prior written consent.
- (J) Severability. The provisions of this Agreement are intended to be severable and enforced to the maximum extent permitted by law. If for any reason any provision of this Agreement shall be held to be invalid, illegal or unenforceable in whole or in part in any jurisdiction, then that provision shall be ineffective only to the extent of the determined invalidity, illegality or unenforceability, and in that jurisdiction only, without in any manner affecting the validity, legality or enforceability of the unaffected portion, and other provisions in that jurisdiction or any provisions of the Agreement in any other jurisdiction. The unaffected portion and provisions of the Agreement will be enforced to the maximum extent permitted by law.
- (K) Price Escalation. The Firm reserves the right to raise rates every 6 months if it deems necessary due to market evaluation. The Firm will inform the Client in writing 30 Days prior to Price Escalation taking effect.
- (L) The parties agree and understand that a Service Provider assigned to the Client by the Firm may be provided with or obtain individually identifiable health information or protected health information ("Protected Health

Information") as that term is defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The Firm acknowledges and agrees that the Service Provider will be assisting the Client in performing a function or activity involving or potentially involving the use or disclosure of Protected Health Information and that the Firm and the Service Provider are a business associate for the purposes of HIPAA. The Firm represents and warrants to the Client that it will ensure that each Service Provider will appropriately safeguard and protect the confidentiality of any Protected Health Information as required under HIPAA, that the Service Provider will restrict the use and disclosure of any Protected Health Information only to those purposed set forth in this Agreement or as required by law, rule or regulation and will otherwise comply with HIPAA to the fullest extent. The Firm shall also ensure that each Service Provider implements and fully utilizes appropriate safeguards to ensure that his/her use and disclosure of any Protected Health Information is appropriately limited. Moreover, the Firm and each Service Provider shall:

- i. Immediately report any non-conforming use or disclosure of Protected Health Information to the Client;
- ii. Ensure that any agents or subcontractors to whom the Firm or Service Provider provides any of the subject information agree, in writing, to these same contractual restrictions;
- iii. If applicable, provide access to Protected Health Information in a Designated Record Set, as that term is defined under HIPAA, to the Client or to any individuals who have rights to such information under the above-cited statute and regulations, and facilitate amendments of appropriate information by any such individuals;
- iv. Keep records of all disclosures of Protected Health Information, and make such information available for an accounting of such disclosures, as provided by the above-cited statute and regulations;
- v. Make available to the Client and to the federal Secretary of Health and Human Services any information in the Firm's possession on internal practices, including books and records, relating to the use and disclosure of Protected Health Information, as defined by the above-cited statute and regulations, for purposes of determining Hospital's compliance with same;
- vi. Provide information collected pursuant to Section 4 above to the Client or to any individual who has rights to such information under the above-cited statute and regulations, to permit the Client to respond to a request by any such individual for an accounting of disclosures of Protected Health Information, as provided by the above-cited statute and regulations, and;
- vii. Upon the termination of this Agreement, and/or once a Service Provider completes his or her assignment and no longer provides services for the Client, return to the Client or destroy, at the Client's direction, all Protected Health Information, without retaining any such information in any form.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first written above.

RCM Health Care Services
333 7th Ave,
18th Floor
New York, NY 10001

Monrovia USD
325 E. Huntington Drive
Monrovia, CA 91016

Michael Saks

DocuSigned by:

By: Michael Saks

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Title: President

Date: 5/15/2025

By: Dr. Paula Hart Rodas.

Title: Superintendent

Date _____



RCM Rate Sheet (Addendum A)

SPECIALTY

Credentialed School Nurse
 Registered Nurse
 Licensed Vocational Nurse
 Certified Nursing Assistant
 Medical Assistant
 Physical Therapist
 Occupational Therapist
 Speech Language Pathologist
 Speech Language Pathologist Assistant
 School Psychologist
 School Counselor
 Social Worker
 Board Certified Behavior Analyst
 Registered Behavior Technician
 Behavioral Interventionist (BII)
 Paraprofessional
 Transition Services
 Visual Impairment Services
 Audiologist
 Special Education Teacher Mild / Mod
 Special Education Teacher Mod / Severe

RATES PER HOUR

\$105.00/hr.
 \$70.50/hr.
 \$68.25/hr.
 \$45.25/hr.
 \$44.75/hr.
 \$98.00/hr.
 \$98.00/hr.
 \$105.00/hr.
 \$75.25/hr.
 \$105.00/hr.
 \$79.00/hr.
 \$85.00/hr.
 \$95.00/hr.
 \$54.75/hr.
 \$47.75/hr.
 \$41.00/hr.
 \$65.00/hr.
 \$105.00/hr.
 \$85.00/hr.
 \$85.00/hr.
 \$95.00/hr.

RCM Health Care Services

333 7th Ave,
 18th Floor
 New York, NY 10001

Monrova USD

325 E. Huntington Drive
 Monrovia, CA 91016

Michael Saks

Docusigned by:

By: Michael Saks

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Title: **President**

Date: 5/15/2025

By: **Dr. Paula Hart Rodas.**

Title: **Superintendent**

Date: _____

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

22. 24/25-2129 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify the following: Purchase orders issued in the amount not to exceed \$2,441,985.38 from May 22, 2025, through June 9, 2025; Warrants in the amount of \$1,724,264.95 paid from May 22, 2025, through June 9, 2025; Payroll in the amount of \$5,597,063.56 issued May 22, 2025, through June 9, 2025.

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

[BAI 2129 Purchase order & Payment of Bills \(a-c\) 6-25-25.pdf](#)

Report ID: FIN-PROC-0099

Run Date: 06/13/2025

Run Time: 2:53:11 PM

Monrovia Unified School District

Purchase Order Board List

From 05/22/25 - To 06/09/25

Cover Page

Prompts and Parameters

From Approval Date: 5/22/25

To Approval Date: 6/9/25

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: 06/13/2025

Purchase Order Board List

Run Time: 2:53:11 PM

From 05/22/25 - To 06/09/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount	
05/22/25	PO2W-64790-205000 0-250000000735-2- Modification	1	Lion King, Jr. Production Contract - Wildrose	0000224022- MUSIC THEATRE INTERNATIONAL	Wild Rose	01.0-67700.0-11100-10000-4390-2050000	\$951.60	\$0.00	
PO2W-64790-2050000-250000000735-2-Modification							Sum:	\$951.60	\$0.00
05/22/25	PO2W-64790-205000 0-250000001094-2- Cancellation	1	Home Depot - Wild Rose S&C - supplies for kinder yard	0000223645-Home Depot Pro Institutional	Wild Rose	01.4-07102.0-00000-39000-4390-2050400	\$371.49	\$0.00	
05/22/25		1	Home Depot - Wild Rose S&C - supplies for kinder yard	0000223645-Home Depot Pro Institutional	Wild Rose	01.4-07102.0-00000-39000-4490-2050400	\$1,766.90	\$0.00	
PO2W-64790-2050000-250000001094-2-Cancellation							Sum:	\$2,138.39	\$0.00
05/22/25	PO2W-64790-604004 7-250000000172-2- Modification	1	PO - Bus Driver Training, TO1 training 2024-25	0000223737- CALISTRA C. PASTRANO	Maintenance	01.0-81500.0-00000-81100-5890-6040047	\$3,255.00	\$465.00	
PO2W-64790-6040047-250000000172-2-Modification							Sum:	\$3,255.00	\$465.00
05/22/25	PO2W-64790-604004 7-250000000904-2- Modification	1	Open PO Bus Parts and Supplies 24/25 MOT	0000223259- BETTS TRUCK PARTS AND SERVICE	Maintenance	01.0-07230.0-00000-36000-4360-6040049	\$2,227.88	\$0.00	
PO2W-64790-6040047-250000000904-2-Modification							Sum:	\$2,227.88	\$0.00
05/22/25	PO2W-64790-604004 7-250000000914-2- Modification	1	Open PO Landscape and tree trimming 24-25	0000458284- Gutierrez & Sons Tree Service & Landscaping Inc.	Maintenance	01.0-81500.0-00000-82200-5890-6040046	\$76,850.00	\$0.00	
PO2W-64790-6040047-250000000914-2-Modification							Sum:	\$76,850.00	\$0.00
05/22/25	PO2W-64790-604004 7-250000001103-1- New		New Work Truck with Paradise Chevrolet	0000466631- Paradise Chevrolet	Maintenance	01.0-81500.0-00000-81100-6460-6040047	\$68,924.38	\$0.00	
PO2W-64790-6040047-250000001103-1-New							Sum:	\$68,924.38	\$0.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 06/13/2025

Purchase Order Board List

Run Time: 2:53:11 PM

From 05/22/25 - To 06/09/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
05/27/25	PO2W-64790-205000 0-250000001108-1- New		Full color poster printer and supplies - Wildrose	0000413721- Presentation Systems	Wild Rose	01.4-07102.0-11100-10000-4410-2050400	\$8,048.55	\$8,048.55
PO2W-64790-2050000-250000001108-1-New							Sum:	\$8,048.55
05/27/25	PO2W-64790-205000 0-250000001109-1- New		Benches to support and promote outdoor learning / engagement	0000223309-ULINE	Wild Rose	01.4-07102.0-11100-10000-4410-2050400	\$4,482.58	\$4,482.58
PO2W-64790-2050000-250000001109-1-New							Sum:	\$4,482.58
05/27/25	PO2W-64790-205000 0-250000001114-1- New		Umbrellas to support outdoor student learning/ engagement	0000223936-The Home Depot	Wild Rose	01.4-07102.0-11100-10000-4410-2050400	\$1,404.46	\$1,404.46
05/27/25			Umbrellas to support outdoor student learning/ engagement	0000223936-The Home Depot	Wild Rose	01.4-07102.0-11100-10000-4490-2050400	\$1,746.30	\$1,746.30
PO2W-64790-2050000-250000001114-1-New							Sum:	\$3,150.76
05/27/25	PO2W-64790-307000 0-250000001104-1- New		Instructional Supplies for the Physical Education Dept.	0000223336-J & J'S SPORTS & TROPHIES	Santa Fe	01.0-00000.0-11100-10000-4310-3070000	\$768.04	\$0.00
PO2W-64790-3070000-250000001104-1-New							Sum:	\$768.04
05/27/25	PO2W-64790-307000 0-250000001107-1- New		Reading books for ELD Students - Santa Fe	0000223439- FOLLETT SCHOOL SOLUTIONS, LLC.	Santa Fe	01.0-30100.0-11100-10000-4210-3070000	\$4,632.12	\$3,134.53
PO2W-64790-3070000-250000001107-1-New							Sum:	\$4,632.12
05/27/25	PO2W-64790-307000 0-250000001111-1- New		Supplemental Materials for ELD - Santa Fe	0000410673- Teacher Created Materials, Inc.	Santa Fe	01.0-30100.0-11100-10000-4310-3070000	\$5,531.93	\$5,531.93

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 06/13/2025

Purchase Order Board List

Run Time: 2:53:11 PM

From 05/22/25 - To 06/09/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO2W-64790-3070000-250000001111-1-New						Sum:	\$5,531.93	\$5,531.93
05/27/25	PO2W-64790-307000 0-250000001112-1- New		Workbooks for 7th & 8th grade. ACT Now! - Santa Fe	0000466638- Benchmark Education Company	Santa Fe	01.0-30100.0-11100-10000-4210-3070000	\$4,627.20	\$4,627.20
PO2W-64790-3070000-250000001112-1-New						Sum:	\$4,627.20	\$4,627.20
05/27/25	PO2W-64790-601001 5-250000001113-1- New		Psychoeducational Evaluation for student 2631611902	0000466658-Simun Psychological Assessment Group PC	Pupil Services	01.0-65000.0-57600-11900-5850-6010015	\$7,200.00	\$0.00
PO2W-64790-6010015-250000001113-1-New						Sum:	\$7,200.00	\$0.00
05/27/25	PO2W-64790-601004 0-250000001106-1- New		FCMAT Study	0000371459-Kern County Superintendent of Schools	Business	01.0-00000.0-00000-72001-5889-6010040	\$19,000.00	\$9,500.00
PO2W-64790-6010040-250000001106-1-New						Sum:	\$19,000.00	\$9,500.00
05/27/25	PO2W-64790-710000 0-250000001110-1- New		Medical Office electronic chart - simulation - Access Cards	0000223268- ELSEVIER HEALTH SCIENCE	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$1,575.00	\$0.00
PO2W-64790-7100000-250000001110-1-New						Sum:	\$1,575.00	\$0.00
05/28/25	PO2W-64790-205000 0-250000001093-1- New		S&C purchase for Wild Rose - PBIS / classroom supplies	0000223395- AMAZON.COM	Wild Rose	01.4-07102.0-11100-10000-4310-2050400	\$3,340.18	\$3,340.18
PO2W-64790-2050000-250000001093-1-New						Sum:	\$3,340.18	\$3,340.18
05/28/25	PO2W-64790-601001 5-250000000293-4- Modification	3	Para Educator Services for SPED Students 24/25	0000382670- Behavioral Emotional & Academic Mentoring, LLC	Pupil Services	01.0-65000.0-57600-11100-5110-6010015	\$0.00	\$0.00

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05/28/25		3	Para Educator Services for SPED Students 24/25	0000382670-Behavioral Emotional & Academic Mentoring, LLC	Pupil Services	01.0-65000.0-57600-11100-5810-6010015	\$55,000.00	\$515.00
PO2W-64790-6010015-250000000293-4-Modification						Sum:	\$55,000.00	\$515.00
05/29/25	PO2W-64790-165000-0-2500000001123-1-New		Student and Staff "Cub-tastic" T shirts CELC	0000437954-MyVice LLC	Preschool	12.0-61050.0-00010-10000-4310-1650000	\$2,970.00	\$0.00
PO2W-64790-1650000-2500000001123-1-New						Sum:	\$2,970.00	\$0.00
05/29/25	PO2W-64790-201000-0-2500000001119-1-New		Accelerated Reader Subscription - Bradoaks 25/26	0000326700-Renaissance	Bradoaks	01.4-07102.0-11100-10000-5841-2010400	\$4,193.52	\$4,193.52
PO2W-64790-2010000-2500000001119-1-New						Sum:	\$4,193.52	\$4,193.52
05/29/25	PO2W-64790-203000-0-2500000001115-1-New		Teacher Created Materials-English Language development f	0000410673-Teacher Created Materials, Inc.	Monroe	01.0-30100.0-11100-10000-4310-2030000	\$58,085.27	\$0.00
PO2W-64790-2030000-2500000001115-1-New						Sum:	\$58,085.27	\$0.00
05/29/25	PO2W-64790-204000-0-2500000001116-1-New		Arch Learning Services Membership (DI)	0000336457-Arch Learning Services	Plymouth	01.4-07102.0-11100-10000-5310-2040400	\$799.84	\$0.00
PO2W-64790-2040000-2500000001116-1-New						Sum:	\$799.84	\$0.00
05/29/25	PO2W-64790-204000-0-2500000001118-1-New		Student Planners - Plymouth	0000223829-SCHOOLMATE	Plymouth	01.4-07102.0-11100-10000-4310-2040400	\$1,250.42	\$440.88
PO2W-64790-2040000-2500000001118-1-New						Sum:	\$1,250.42	\$440.88

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05/29/25	PO2W-64790-204000 0-250000001120-1- New		Licensed program to support science standards - Plymouth	0000466619- Generation Genius, Inc.	Plymouth	01.4-07102.0-11100-10000-5841-2040400	\$1,995.00	\$0.00	
PO2W-64790-2040000-250000001120-1-New							Sum:	\$1,995.00	\$0.00
05/29/25	PO2W-64790-204000 0-250000001124-1- New		Classroom set of Novels (Literature) - Plymouth	0000223951- SCHOLASTIC INC.	Plymouth	01.0-30100.0-11100-10000-4210-2040000	\$435.85	\$435.85	
PO2W-64790-2040000-250000001124-1-New							Sum:	\$435.85	\$435.85
05/29/25	PO2W-64790-204000 0-250000001127-1- New		Scholastic Magazines to support language exposure / mastery	0000223951- SCHOLASTIC INC.	Plymouth	01.0-30100.0-11100-10000-4210-2040000	\$6,026.39	\$6,026.39	
PO2W-64790-2040000-250000001127-1-New							Sum:	\$6,026.39	\$6,026.39
05/29/25	PO2W-64790-205000 0-250000001105-1- New		Home Depot - Wild Rose S&C - supplies for kinder yard	0000223936-The Home Depot	Wild Rose	01.4-07102.0-00000-39000-4390-2050400	\$943.99	\$943.99	
05/29/25			Home Depot - Wild Rose S&C - supplies for kinder yard	0000223936-The Home Depot	Wild Rose	01.4-07102.0-00000-39000-4490-2050400	\$1,766.90	\$1,766.90	
PO2W-64790-2050000-250000001105-1-New							Sum:	\$2,710.89	\$2,710.89
05/29/25	PO2W-64790-205000 0-250000001121-1- New		Wild Rose S&C Items to promote social emotional learning	0000223395- AMAZON.COM	Wild Rose	01.4-07102.0-11100-10000-4310-2050400	\$225.02	\$225.02	
PO2W-64790-2050000-250000001121-1-New							Sum:	\$225.02	\$225.02

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05/29/25	PO2W-64790-601001 2-250000001122-1- New		Registration: Leadership Associates Superintendent Leadershi	0000223496- LEADERSHIP ASSOCIATES	Superintenden t	01.0-00000.0-00000-71500-5220-6010012	\$3,500.00	\$0.00
PO2W-64790-6010012-250000001122-1-New						Sum:	\$3,500.00	\$0.00
05/29/25	PO2W-64790-601001 5-250000001125-1- New		Test Booklets for OT Quote # 10000143216069	0000223957- PEARSON EDUCATION	Pupil Services	01.0-65000.0-57600-31200-4310-6010015	\$263.19	\$0.00
PO2W-64790-6010015-250000001125-1-New						Sum:	\$263.19	\$0.00
05/29/25	PO2W-64790-601001 5-250000001126-1- New		Test booklets for OT Quote # 10000143269289	0000223957- PEARSON EDUCATION	Pupil Services	01.0-65000.0-57600-31200-4310-6010015	\$601.01	\$0.00
PO2W-64790-6010015-250000001126-1-New						Sum:	\$601.01	\$0.00
05/29/25	PO2W-64790-601004 0-250000001128-1- New		DSA Application Fees Wildrose Shade Structure (Playground)	0000223227-US Bank National Association	Business	40.0-95500.0-00000-85000-6231-2050000	\$2,417.69	\$2,417.69
PO2W-64790-6010040-250000001128-1-New						Sum:	\$2,417.69	\$2,417.69
06/02/25	PO2W-64790-601001 4-250000001129-1- New		ELD Summer School Elementary Materials & Supplies	0000223395- AMAZON.COM	Instructional Services	01.0-42030.0-11100-10010-4310-6000000	\$876.28	\$876.28
PO2W-64790-6010014-250000001129-1-New						Sum:	\$876.28	\$876.28
06/02/25	PO2W-64790-601001 4-250000001130-1- New		Materials for Femineer Program supplies reimbursement	0000224049- SHARON NAUGLE	Instructional Services	01.4-07105.0-11100-10000-4390-6003300	\$282.57	\$0.00
PO2W-64790-6010014-250000001130-1-New						Sum:	\$282.57	\$0.00

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06/02/25	PO2W-64790-601001 4-250000001131-1- New		Femineer Teacher Training Registration Year 1 & 2 at CalPoly	0000223260-CAL POLY POMONA	Instructional Services	01.4-07105.0-11100-10000-5220-6003300	\$2,800.00	\$0.00
PO2W-64790-6010014-250000001131-1-New						Sum:	\$2,800.00	\$0.00
06/02/25	PO2W-64790-601001 5-250000000424-3- Modification	2	Interpreting Services 2024-2025 SY	0000375978- Communicaid Inc	Pupil Services	01.0-65000.0-57600-11800-5150-6010015	\$3,130.00	\$1,353.75
PO2W-64790-6010015-250000000424-3-Modification						Sum:	\$3,130.00	\$1,353.75
06/02/25	PO2W-64790-601004 0-250000001132-1- New		Blanket PO- Professional Fiscal Services 24-25	0000397647-School Business Inc	Business	01.0-00000.0-00000-72001-5850-6010040	\$30,000.00	\$30,000.00
PO2W-64790-6010040-250000001132-1-New						Sum:	\$30,000.00	\$30,000.00
06/02/25	PO2W-64790-604004 7-250000000285-4- Modification	3	Open PO DW Plumbing supplies 2024-25 not to exceed \$499.99	0000223388- FERGUSON HEATING & COOLING	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$17,500.00	\$5,570.41
PO2W-64790-6040047-250000000285-4-Modification						Sum:	\$17,500.00	\$5,570.41
06/02/25	PO3W-64790-601001 4-250000000275-1- New		Certificates for Pathway Completers	0000223395- AMAZON.COM	Instructional Services	01.0-63870.0-38000-10000-4310-6010014	\$136.58	\$136.58
PO3W-64790-6010014-250000000275-1-New						Sum:	\$136.58	\$136.58
06/02/25	PO3W-64790-601004 0-250000000274-1- New		Moving Boxes for Teacher Moves 24/25	0000223309-ULINE	Business	01.0-90210.0-00000-72000-4310-6000000	\$1,432.67	\$1,432.67
PO3W-64790-6010040-250000000274-1-New						Sum:	\$1,432.67	\$1,432.67
06/03/25	PO2W-64790-408000 0-250000001136-1- New		Complete Gym Solutions - PE Equipment QT #Q001219521	0000466328- Complete Gym Solutions, LLC	MHS	01.0-00000.0-11100-10000-4410-4080000	\$26,293.00	\$26,293.00

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06/03/25			Complete Gym Solutions - PE Equipment QT #Q001219521	0000466328-Complete Gym Solutions, LLC	MHS	01.0-00000.0-11100-10000-6410-4080000	\$5,967.00	\$5,967.00
PO2W-64790-4080000-250000001136-1-New						Sum:	\$32,260.00	\$32,260.00
06/03/25	PO2W-64790-6010014-250000001135-1-New		Teacher Created Materials Student Books	0000410673-Teacher Created Materials, Inc.	Instructional Services	01.0-42030.0-11100-10000-4310-6000000	\$28,771.44	\$0.00
06/03/25			Teacher Created Materials Student Books	0000410673-Teacher Created Materials, Inc.	Instructional Services	01.0-42030.1-11100-10000-4310-6000000	\$54,939.47	\$0.00
PO2W-64790-6010014-250000001135-1-New						Sum:	\$83,710.91	\$0.00
06/04/25	PO2W-64790-6010040-250000000597-3-Modification	2	PO for legal fees (as needed) regarding Bond Measure	0000333038-Dannis Woliver Kelley	Business	01.0-00000.0-00000-71500-5821-6000000	\$9,604.00	\$8,317.03
06/04/25		2	PO for legal fees (as needed) regarding Bond Measure	0000333038-Dannis Woliver Kelley	Business	01.0-00000.0-00000-71500-5821-6010012	\$396.00	\$0.00
06/04/25		2	PO for legal fees (as needed) regarding Bond Measure	0000333038-Dannis Woliver Kelley	Business	21.0-00000.0-00000-71500-5821-6000000	\$8,000.00	\$6,927.97
PO2W-64790-6010040-250000000597-3-Modification						Sum:	\$18,000.00	\$15,245.00
06/05/25	PO2W-64790-4080000-2500000001143-1-New		Reimbursement - Esmeralda Garcia Basketball Uniforms	0000466314-Esmeralda Garcia	MHS	01.0-00000.0-15000-42000-4310-4080000	\$746.94	\$746.94
PO2W-64790-4080000-250000001143-1-New						Sum:	\$746.94	\$746.94

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06/05/25	PO2W-64790-408000 0-250000001144-1-New		Reimbursement - Morena Tejada- Fisher WASC Refreshments	0000361516- Morena Tejada- Fisher	MHS	01.0-90109.0-00000-27000-4390-4080000	\$108.19	\$108.19
PO2W-64790-4080000-250000001144-1-New						Sum:	\$108.19	\$108.19
06/05/25	PO2W-64790-408000 0-250000001145-1-New		Reimbursement - Adrian Ayala WASC expenditures	0000361506-Adrian J Ayala	MHS	01.0-90109.0-00000-27000-4390-4080000	\$685.11	\$685.11
PO2W-64790-4080000-250000001145-1-New						Sum:	\$685.11	\$685.11
06/05/25	PO2W-64790-408000 0-250000001146-1-New		Reimbursement - Adrian Ayala Staff Luncheon expenditures	0000361506-Adrian J Ayala	MHS	01.0-90109.0-00000-27000-4390-4080000	\$519.42	\$519.42
PO2W-64790-4080000-250000001146-1-New						Sum:	\$519.42	\$519.42
06/05/25	PO2W-64790-601001 5-250000000300-3- Modification	2	Transportation for SPED Students	0000223444- JORGES GET AROUND	Pupil Services	01.0-65000.0-57600-36000-5112-6010015	\$745,000.00	\$5,740.00
06/05/25		2	Transportation for SPED Students	0000223444- JORGES GET AROUND	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	\$25,000.00	\$0.00
PO2W-64790-6010015-250000000300-3-Modification						Sum:	\$770,000.00	\$5,740.00
06/05/25	PO2W-64790-601001 5-250000000513-3- Modification	2	Basic Education for SPED Student 1049848828	0000223377- LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$71,476.07	\$2,876.58
06/05/25		2	Basic Education for SPED Student 1049848828	0000223377- LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$24,291.93	\$0.00
06/05/25		2	Basic Education for SPED Student 1049848828	0000223377- LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	\$2,749.79	\$109.40

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06/05/25		2	Basic Education for SPED Student 1049848828	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11902-5150-6010015	\$3,286.68	\$1,275.08	
06/05/25		2	Basic Education for SPED Student 1049848828	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	\$5,017.98	\$1,704.82	
PO2W-64790-6010015-250000000513-3-Modification							Sum:	\$106,822.45	\$5,965.88
06/05/25	PO2W-64790-6010015-250000000678-2-Modification	1	Open PO 24-25 Annual License Fee for Paradigm	0000223247-PARADIGM HEALTH CARE SERVICES	Pupil Services	01.0-56400.0-00000-21500-5810-6010015	\$3,785.28	\$0.00	
06/05/25		1	Open PO 24-25 Annual License Fee for Paradigm	0000223247-PARADIGM HEALTH CARE SERVICES	Pupil Services	01.0-90707.0-00000-21500-5810-6010015	\$3,785.22	\$3,785.22	
PO2W-64790-6010015-250000000678-2-Modification							Sum:	\$7,570.50	\$3,785.22
06/05/25	PO2W-64790-6010030-2500000001149-1-New		Supplies for Classified Staff-cards	0000223395-AMAZON.COM	Personnel Services	01.0-00000.0-00000-74002-4350-6010035	\$77.32	\$77.32	
PO2W-64790-6010030-2500000001149-1-New							Sum:	\$77.32	\$77.32
06/05/25	PO2W-64790-6010040-2500000001148-1-New		Ergonomic desk set up - Fiscal Director Office	0000316303-PowersFurniture	Business	01.0-90902.0-00000-72000-4450-6010040	\$2,956.93	\$2,956.93	
PO2W-64790-6010040-2500000001148-1-New							Sum:	\$2,956.93	\$2,956.93
06/05/25	PO2W-64790-6010052-2500000001147-1-New		Pay Simple Solutions for FSD ServSafe Training on 6/5/25	0000467020-Simple Solutions S.M.S. LLC	Food Services	01.0-70290.0-00000-37000-5220-6010052	\$3,038.00	\$911.40	
PO2W-64790-6010052-2500000001147-1-New							Sum:	\$3,038.00	\$911.40

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06/05/25	PO2W-64790-604004 7-250000001137-1- New		Stormwater Project Fee 2024-25	0000363133-WSP USA Environment & Infrastructure Inc.	Maintenance	01.0-81500.0-00000-81100-5890-6040047	\$2,000.00	\$2,000.00
PO2W-64790-6040047-250000001137-1-New						Sum:	\$2,000.00	\$2,000.00
06/05/25	PO2W-64790-604004 7-250000001138-1- New		AHERA Inspections/ Asbestos Removal Multi sites 2024/25	0000327181-Global Environmental Training & Consulting Inc.	Maintenance	01.0-26000.0-00000-81107-5890-6040047	\$7,090.00	\$7,090.00
PO2W-64790-6040047-250000001138-1-New						Sum:	\$7,090.00	\$7,090.00
06/05/25	PO2W-64790-604004 7-250000001139-1- New		IT Restroom Construction	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-81500.0-00000-81100-6170-6040047	\$68,800.00	\$68,800.00
PO2W-64790-6040047-250000001139-1-New						Sum:	\$68,800.00	\$68,800.00
06/05/25	PO2W-64790-604004 7-250000001140-1- New		Mayflower and Monroe abatement ELO-P funds	0000457008-Zuma Construction Group Inc	Maintenance	01.0-26000.0-00000-81107-6271-6040047	\$67,500.00	\$67,500.00
PO2W-64790-6040047-250000001140-1-New						Sum:	\$67,500.00	\$67,500.00
06/05/25	PO2W-64790-604004 7-250000001141-1- New		PO Mayflower PTA & Rm 9 Carpet	0000468287-Floor Tech America, Inc.	Maintenance	01.0-81500.0-00000-81100-5810-6040047	\$14,654.11	\$14,654.11
PO2W-64790-6040047-250000001141-1-New						Sum:	\$14,654.11	\$14,654.11
06/05/25	PO2W-64790-604004 7-250000001142-1- New		PO Mayflower MPR VCT	0000468287-Floor Tech America, Inc.	Maintenance	01.0-26000.0-00000-81100-5810-6040047	\$48,782.00	\$48,782.00
PO2W-64790-6040047-250000001142-1-New						Sum:	\$48,782.00	\$48,782.00
06/05/25	PO3W-64790-601001 4-250000000258-2- Modification	1	Supplies for Clifton Paxton Lab Supplies	0000223395- AMAZON.COM	Instructional Services	01.0-63880.0-38000-10000-4310-6010014	\$887.97	\$879.58
PO3W-64790-6010014-250000000258-2-Modification						Sum:	\$887.97	\$879.58

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06/06/25	PO2W-64790-604004 7-250000001150-1- New		LED lighting at Monroe ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$74,000.00	\$74,000.00	
PO2W-64790-6040047-250000001150-1-New							Sum:	\$74,000.00	\$74,000.00
06/06/25	PO2W-64790-604004 7-250000001151-1- New		Site work paint and patch after LED install Monroe 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$17,400.00	\$17,400.00	
PO2W-64790-6040047-250000001151-1-New							Sum:	\$17,400.00	\$17,400.00
06/06/25	PO2W-64790-604004 7-250000001152-1- New		LED lighting at Bradoaks ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$70,800.00	\$70,800.00	
PO2W-64790-6040047-250000001152-1-New							Sum:	\$70,800.00	\$70,800.00
06/06/25	PO2W-64790-604004 7-250000001153-1- New		LED lighting at Clifton ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$74,800.00	\$74,800.00	
PO2W-64790-6040047-250000001153-1-New							Sum:	\$74,800.00	\$74,800.00
06/06/25	PO2W-64790-604004 7-250000001154-1- New		LED lighting at Wildrose ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$73,000.00	\$73,000.00	
PO2W-64790-6040047-250000001154-1-New							Sum:	\$73,000.00	\$73,000.00
06/06/25	PO2W-64790-604004 7-250000001155-1- New		Patch & Paint at Bradoaks ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$18,400.00	\$18,400.00	
PO2W-64790-6040047-250000001155-1-New							Sum:	\$18,400.00	\$18,400.00
06/06/25	PO2W-64790-604004 7-250000001156-1- New		Patch and Paint at Clifton ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$19,000.00	\$19,000.00	
PO2W-64790-6040047-250000001156-1-New							Sum:	\$19,000.00	\$19,000.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 06/13/2025

Purchase Order Board List

Run Time: 2:53:11 PM

From 05/22/25 - To 06/09/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
06/06/25	PO2W-64790-604004 7-250000001157-1- New		Paint and Patch at Wildrose ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$16,800.00	\$16,800.00
PO2W-64790-6040047-250000001157-1-New						Sum:	\$16,800.00	\$16,800.00
06/06/25	PO2W-64790-604004 7-250000001158-1- New		LED lighting, paint & patch at Plymouth ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$36,300.00	\$36,300.00
PO2W-64790-6040047-250000001158-1-New						Sum:	\$36,300.00	\$36,300.00
06/06/25	PO2W-64790-604004 7-250000001159-1- New		LED lighting, paint & patch at Mayflower ES 24/25	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$53,900.00	\$53,900.00
PO2W-64790-6040047-250000001159-1-New						Sum:	\$53,900.00	\$53,900.00
06/06/25	PO2W-64790-604004 7-250000001160-1- New		Clifton MS - MPR - Quote # 6703	0000469115- Mannington Mills Inc	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$101,627.92	\$101,627.92
PO2W-64790-6040047-250000001160-1-New						Sum:	\$101,627.92	\$101,627.92
06/06/25	PO2W-64790-604004 7-250000001161-1- New		Bradoaks Cafeteria/ MPR - Quote # 6699	0000469115- Mannington Mills Inc	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$64,200.40	\$64,200.40
PO2W-64790-6040047-250000001161-1-New						Sum:	\$64,200.40	\$64,200.40
06/06/25	PO2W-64790-604004 7-250000001162-1- New		Monroe ES Cafeteria/MPR - Quote # 6700	0000469115- Mannington Mills Inc	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$63,749.99	\$63,749.99
PO2W-64790-6040047-250000001162-1-New						Sum:	\$63,749.99	\$63,749.99
06/06/25	PO2W-64790-604004 7-250000001163-1- New		Plymouth ES Cafeteria/MPR - Quote # 6701	0000469115- Mannington Mills Inc	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$50,093.76	\$50,093.76
PO2W-64790-6040047-250000001163-1-New						Sum:	\$50,093.76	\$50,093.76

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 06/13/2025

Purchase Order Board List

Run Time: 2:53:11 PM

From 05/22/25 - To 06/09/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
06/06/25	PO2W-64790-604004 7-250000001164-1- New		Wildrose ES Cafeteria/MPR - Quote # 6702	0000469115- Mannington Mills Inc	Maintenance	01.0-26000.0-00000-81100-6170-6040047	\$58,367.66	\$58,367.66
PO2W-64790-6040047-250000001164-1-New						Sum:	\$58,367.66	\$58,367.66
							\$2,441,985.38	\$1,169,762.49

MONROVIA UNIFIED SCHOOL DISTRICT
RATIFICATION OF WARRANTS
RECOMMENDED FOR BOARD APPROVAL
June 25, 2025

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

DATE ISSUED: May 22, 2025, through June 9, 2025

B WARRANTS

5/22/2025 - 6/9/2025 000000022199890 thru 000000022228034 \$ 1,724,264.95

Total B Warrants: **\$ 1,724,264.95**

*01.0	General Fund	\$ 1,300,880.67
*01.4	S & C - Current Year Allocation	\$ 68,357.66
*11.0	Adult Education Fund	\$ 15,403.24
*12.0	Child Development Fund	\$ 10,245.32
*13.0	Food Service Fund	\$ 78,255.88
*21.0	Measure MM Bond Fund	\$ 64,405.03
*76.0	Warrant Pass-through Fund	\$ 186,717.15

□

**B Warrants categorized by fund.*

DATE ISSUED: May 22, 2025, through June 9, 2025

PAYROLL:

Certificated Salaries and Wages	\$ 2,702,165.21
Classified Salaries and Wages	\$ 1,154,438.50
CalSTRS and CalPERS Contributions	\$ 810,891.61
Health & Welfare Contributions	\$ 762,883.28
Employer Payroll Taxes	\$ 166,684.96
Total Salary and Benefits:	\$ 5,597,063.56

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

23. 24/25-2130 - DISTRICT CASH RECEIPTS

RECOMMENDATION

The Board of Education is requested to receive District cash receipts, Deposit Report No. 32-34, deposited May 28-30, 2025, for a total amount of \$2,697,119.10.

Rationale:

Background:

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the deposits is attached.

ATTACHMENTS

[BAI 2130 DEP #32-34_6-25-25.pdf](#)

Deposit Report
DEP #32
5/28/2025

ACCOUNT	AMOUNT	
11.0-00000.0-41340-10000-8699-7100000	\$ 200.00	Local Revenue - Vocational
11.0-00000.0-41360-10000-8699-7100000	5,054.00	Local Revenue - Academic Diploma
11.0-00000.0-41390-10000-8699-7100000	60.00	Local Revenue - Fee Elective
11.0-00000.0-41340-00000-8671-0000000	505,222.31	Adult Education Fees - Vocational
11.0-00000.0-41390-00000-8671-0000000	146,800.00	Adult Education Fees - Fee Elective
11.0-00000.0-41340-10000-4310-7100000	(10,092.10)	Material and Supplies - Vocational
11.0-00000.0-00000-27000-5882-7100000	(8,134.41)	Bank Fees, Interest and Penalty
11 Subtotal	<u>639,109.80</u>	Adult Education Fund
Total	<u>\$639,109.80</u>	

Deposit Report
DEP #33
5/30/2025

ACCOUNT	AMOUNT	
13.0-53100.0-00000-37000-8220-0000000	201,295.82	Federal Reimbursement SNP
13 Subtotal	<u>201,295.82</u>	Food Services Fund
01.0-79970.0-00000-00000-8590-6010023	243,431.55	LACOE CYBHI
01 Subtotal	<u>243,431.55</u>	General Fund
12.0-61050.0-00000-00000-8590-0000000	136,453.00	Dep.Of Ed.Child.Dev.Fisc.Analyst -
12 Subtotal	<u>136,453.00</u>	Child Development Fund
Total	<u><u>\$ 581,180.37</u></u>	

DEPOSIT REPORT

DEP #34

05/30/2025

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8650-6010040	30.00	Leases & Rentals
01.0-00000.0-00000-00000-8650-6020022	6,529.61	Leases & Rentals
01.0-00000.0-00000-00000-8699-0000000	2,682.86	Other Local Income
01.0-00000.0-00000-71500-5821-6010012	728.00	Legal Fees
01.0-00000.0-00000-72001-5880-6010040	(2,538.87)	Charges/Fees/Facilitron
01.0-00000.0-00000-82000-8650-6010040	249.89	Lease & Rental / Utilities
01.0-00000.0-00000-82100-8650-6010040	9,823.50	Lease & Rental / Labor
01.0-00905.0-00000-00000-8953-0000000	514,566.73	Bradoaks Fire Building Repair
01.0-90109.0-00000-00000-8699-2020000	100.00	Donations - Mayflower
01.0-90109.0-00000-00000-8699-6010015	500.00	Donations - SPED
01.0-90125.0-00000-00000-8699-2020000	3,755.00	Donations PTSA - Mayflower
01.0-90125.0-00000-00000-8699-2030000	11,000.00	Donations PTSA - Monroe
01.0-90210.0-00000-00000-8650-2020000	10.00	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-2040000	3.90	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-3060000	179.75	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-3070000	182.50	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-4080000	427.00	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-6000000	7,228.35	Lease/Rental - Facilities
01.0-90303.0-00000-00000-8699-0000000	56.00	Student Transcript Fees
01.0-90501.0-00000-00000-8689-0000000	24,497.25	Parent Fees-After School/ Village Program
01.0-90707.0-00000-00000-8290-0000000	4,051.45	Medi-Cal LEA Collaborative
01 Subtotal	584,062.92	General Fund
11.0-63910.0-00000-00000-8590-0000000	159,364.00	Adut Ed Block Grant, Bill86
11 Subtotal	159,364.00	Adult Education Fund
12.0-61050.0-00000-00000-8590-0000000	107,667.00	CSPP Fiscal Analyst
12.0-61050.0-00000-00000-8673-0000000	115.50	Child Development Parent Fees
12.0-90503.0-00000-00000-8673-1650000	706.49	Parent Fees-Tuition Based
12 Subtotal	108,488.99	Child Development Fund
13.0-53100.0-00000-37000-4710-6010052	56.87	Food Service Sales
13 Subtotal	56.87	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	599,597.82	Developer Fees
25 Subtotal	599,597.82	Capital Facilities Fund
63.0-90306.0-00000-00000-8639-6010052	285.00	Catering
63 Subtotal	285.00	Warrant Pass-through Fund
76.0-00000.0-00000-00000-9518-0000000	600.00	Tax Shelter Annuity Refund
76.0-00000.0-00000-00000-9537-0000000	24,373.33	Retiree Health Insurance
76 Subtotal	24,973.33	Warrant Pass-through Fund
Total	\$ 1,476,828.93	

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

24. 24/25-2131- ACCEPTANCE OF GIFTS

RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-15.

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.

Background:

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 #2025-15-06-25-25.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
 Acceptance of Gifts Report No. 2025-15
 Board Meeting 202500625

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
1	Cash	Mayflower PTA	\$2,579.62	Bus scholarship stipend for Monroe Elementary students and staff.	Michele Costarella, Principal Mayflower Elementary School	D-0625034	Increase site donation.
2	Tangible <small>Diadora Running Shoes</small>	Coalition for Literacy	\$30,000.00	Reading incentives for all MUSD 3rd grade students.	Scott Moses, Executive Director Educational Services		No cost to the district.
3							
4							
5							
6							
7							
8							
9							
10							

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

25. 24/25-2132 - PROFESSIONAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report No. 15 for the Monrovia Unified School District 2024-25 school year.

Rationale:

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

Background:

Budget Implication (\$ Amount):

Legal References:

Government Code 53060 and Board Policy 3600.

Additional Information:

The professional services agreement report is attached.

ATTACHMENTS

[PSA Report No. 15 - June 25, 2025.pdf](#)

Monrovia Unified School District
Professional Service Agreements #15

Agenda Item # 24/25-2132
June 25, 2025

Name/Company	Amount	Site	Effective Dates	Funding
AT 10 Education LLC	\$175/hr consult/evaluation \$225/hr IEE	Special Education	July 1, 2025 - June 30, 2026	Special Education
USA Alarms	\$5,760/yr	District Wide	July 1, 2025 - June 30, 2026	General Fund
USA Alarms	\$14,460/yr \$130 T&M/hr \$195 T&M/hr	District Wide	July 1, 2025 - June 30, 2026	General Fund
USA Alarms	\$6,540/yr \$130 T&M/hr \$195 T&M/hr	District Wide	July 1, 2025 - June 30, 2026	General Fund

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

26. 24/25-2133 - RENEWAL OF CLASSLINK SUBSCRIPTION

RECOMMENDATION

The Board of Education is requested to approve the renewal subscription of ClassLink, Inc. for a one (1) year term from August 1, 2025, through July 31, 2026.

Rationale:

ClassLink is a single sign-on and rostering solution that gives students access to any software product that is a ClassLink partner. This solution allows students to spend more time learning and less time logging into the various systems the District uses. This solution also assists in automating student and teacher account management of various curriculum software products.

Background:

Monrovia Unified School District uses multiple electronic data systems to manage, store, and report data about our various activities and functions. Managing the information in some of these systems is done manually or with custom connectors that make it difficult or time-consuming to manage.

Budget Implication (\$ Amount):

The cost for renewal of this subscription is \$19,424.26 and will be paid using the Technology Services budget and Supplemental and Concentration funds.

Legal References:

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

Additional Information:

A copy of the quote is attached.

ATTACHMENTS

[Classlink renewal 6-25-25.pdf](#)



Quote

Contact Name Arin Golestani
 Account Name Monrovia Unified SD (CA, 91016)
 Bill To 325 East Huntington Drive
 Monrovia, CA 91016
 United States

Quote Number 00023672
 Created Date 2/10/2025
 Prepared By Christian Tedesco
 Email christian.tedesco@classlink.com
 Phone +1 619-376-1897 📞
 Expiration Date 8/1/2025
 Subscription Term 8/1/2025 - 7/31/2026
 Grand Total \$19,424.26

Please note that the ClassLink user count is the combined total of students and full-time teachers.

Product Code	Product	Sales Price	Quantity	Total Price
CL-USER-LP-2	ClassLink Annual License - per user (5,001-10,000 users)	\$3.42	5,453.00	\$18,649.26
CL-HOST-OR2	ClassLink Roster Server Annual Hosting (5,001-10,000 users)	\$775.00	1.00	\$775.00

Total Price \$19,424.26

 Paula Hart Rodas, Superintendent
 6-25-25

Proposal supersedes all other proposals. Email purchase order to billing@classlink.com
 Remittance Address: ClassLink Inc. P.O.Box 51100 Newark, NJ, 07101

Providing excellent products and services at great cost value to our customers continues to be a key goal at ClassLink. Due to increased costs and our intent to continue to provide quality services, pricing changes have become necessary. The quote above includes the price changes, which are effective 01/01/2025.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

27. 24/25-2134 - RENEWAL OF FOLLET DESTINY LIBRARY MANAGEMENT SUBSCRIPTION

RECOMMENDATION

The Board of Education is requested to approve the renewal subscription of Follet Destiny Library Management for a one (1) year term from August 1, 2025, through July 31, 2026.

Rationale:

Destiny Library Management Software provides a comprehensive and user-friendly solution for efficiently managing school libraries, enhancing both staff operations and student engagement with library resources. Its advanced cataloging, real-time inventory management, and seamless integration with digital resources ensure accurate, accessible, and up-to-date collections.

Background:

Monrovia Unified School District has been using Destiny for many years to track and check-out library books. We'd like to ensure our staff continues to have access to this valuable system.

Budget Implication (\$ Amount):

The total cost for this one (1) year ClassLink subscription is \$9,064.44 and will be paid using the Technology budget.

Legal References:

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

Additional Information:

A copy of the quote is attached.

ATTACHMENTS

[Follet-Monrovia USD \(0438283\) Quote#7870804 - 6-25-25.pdf](#)

RENEWAL QUOTE



Page	1
Quote#	7870804
Issue Date	06/09/2025
Expiration Date	07/31/2025
Customer#	0438283
Customer	MONROVIA UNIF SCH DIST

MONROVIA UNIF SCH DIST
325 E HUNTINGTON DR
MONROVIA CA 91016

Quote Summary		Payable in USD
Quote Total		\$9,064.44
Applicable taxes are NOT included Service Expiration Dates are displayed at each line item below		

Order Instructions:

Please email Purchase order, referencing Quote number, to FSSOrders@follettsoftware.com, fax to 800.365.5399 or mail Purchase Order to:

Follett Software, LLC.
1340 Ridgeview Drive
McHenry, IL 60050 USA

An invoice will be generated upon receipt of the Purchase Order. If you have any questions, contact Customer Service – 800.323.3397, Option 1 or email softwarecs@follettsoftware.com.

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
BRADOAKS ELEM SCH - 0402541				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16
CANYON OAKS HIGH SCH - 0402542				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16
CLIFTON MD SCH - 0402543				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16
MAYFLOWER SCH - 0402544				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16
MONROE ELEM SCH - 0402545				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16
MONROVIA HIGH SCH - 0402546				

If you have questions, please contact our Customer Service Team at 800.323.3397, Options 1 or email softwarecs@follettsoftware.com.

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Purchase Follett technology products 24/7 on www.destinyexpress.com.

RENEWAL QUOTE



Page	2
Quote#	7870804
Issue Date	06/09/2025
Expiration Date	07/31/2025
Customer#	0438283
Customer	MONROVIA UNIF SCH DIST

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16
PLYMOUTH ELEM SCH - 0402547				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16
SANTA FE MDL SCH - 0402548				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16
WILD ROSE ELEM SCH - 0402549				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	07/31/2025	07/31/2026	\$838.68
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	07/31/2025	07/31/2026	\$168.48
Site Total				\$1,007.16

End of Quote

Paula Hart Rodas, Superintendent
6-25-25

If you have questions, please contact our Customer Service Team at 800.323.3397, Options 1 or email softwarecs@follettsoftware.com.

Did you know that Follett has a tool to manage your textbooks and other assets? Visit k12.follett.com/drmcomplete to learn more about Destiny® Resource Manager Complete Edition.

Purchase Follett technology products 24/7 on www.destinyexpress.com.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

28. 24/25-2135 - CONTRACT FOR CONSULTANT SERVICES RELATED TO THE CALIFORNIA SCHOOLS STORM WATER COMPLIANCE GROUP

RECOMMENDATION

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

Rationale:

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

Background:

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

Budget Implication (\$ Amount):

The cost to the District is \$3,500 per year. Any work the Contractor performs in excess of this amount shall be done at no additional cost to the District. The District shall also pay LACOE an amount not to exceed \$800 annually for services specified in the Contract. If the number of districts participating in the CSSWCG decreases to 15 members, the District agrees to increase the annual payment to the Contractor to \$2,800.

Legal References:

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

Additional Information:

A copy of the agreement and Exhibit A is attached.

ATTACHMENTS

[Contract#C-24959 -Storm Water Com. Monrovia USD 6-25-25 \(pg10\).pdf](#)

LOS ANGELES COUNTY OFFICE OF EDUCATION

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

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

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

WSP USA INC., located at 3560 Hyland Avenue, Suite 100, Costa Mesa, California 92626, hereinafter referred to as “Contractor”, mutually agree as follows:

1. BASIS OF CONTRACT AND SCOPE OF WORK

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

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

2. TERM AND TERMINATION OF CONTRACT

This Contract is effective July 1, 2025 and shall remain in effect through June 30, 2026. The Contract may be amended by mutual written consent of the parties and may be terminated by any party upon thirty (30) days advanced written notification. This Contract supersedes all previous contract for services related to storm water disclosure monitoring by the parties.

3. PAYMENT

- 3.1 District shall pay Contractor an amount not to exceed Three Thousand Five Hundred Dollars (\$3,500.00) per year, for work performed hereunder. Any work performed by the Contractor in excess of this amount shall be considered as having been done so at no additional cost to the District, unless this Contract is so amended by written amendment. Payment shall be made upon completion and acceptance by the District of the work performed and within thirty (30) days of receipt of an itemized invoice submitted to the District. The invoice shall indicate the work performed by the Contractor with regard to analysis required for the compliance with the provisions of the FCWA and regulations of the Board as they relate to the implementation permit for California facilities with storm water discharges associated with industrial activity. The amount not to exceed includes a lump sum support fee of Two Thousand Six Hundred Dollars (\$2,600.00) per year, unless there is a decrease in CSSWCG members per section 3.3. Districts requiring additional services as specified in Sections 5 and 6 will be charged at cost for outside services such as additional FedEx charges and laboratory fees. Additional labor will be charged as specified in Section 6.
- 3.2 District shall pay LACOE an amount not to exceed Eight Hundred Dollars (\$800.00) annually for services specified herein. Payment shall be made within thirty (30) days of receipt of an invoice submitted to the District.
- 3.3 If the total number of districts participating in the CSSWCG decreases to 15 members, District agrees to increase annual payment to the Contractor to an amount of Two Thousand Eight Hundred Dollars (\$2,800.00) per year plus additional charges in accordance with Sections 3.1, 4, and 5 for the current year of the contract term.
- 3.4 The General Permit includes requirements for the Compliance Group Leader to prepare a Consolidated Level 1 Exceedance Response Actions (ERA) Report as needed to address ERA Level 1 status. Level 2 ERA Action Plans and Technical Reports are required for Participants with Level 2 status. The status of each District will be evaluated during the 2025-2026 Compliance Year. If a Consolidated Level 1 ERA Report is required for the District, the Contractor will prepare the report by the deadline on January 1, 2026. The Contract amount may be amended during future Contract terms to cover the additional services such as the Level 2 ERA Action Plan.
- 3.5 If at any time the District elects to terminate the contract, the District will pay LACOE and Contractor a prorated cost based on effort completed. A detailed invoice will be prepared by the Contractor for services completed.

4. RESPONSIBILITIES OF LACOE

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

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

5. RESPONSIBILITIES OF THE DISTRICT

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

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

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

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

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

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

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

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

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

6. RESPONSIBILITIES OF THE CONTRACTOR

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

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

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

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

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

- 6.4 Contractor shall provide District with necessary forms and guidance for preparing or updating the site-specific SWPPP including providing a Compliance Group SWPPP Template and necessary forms.
- 6.5 Contractor shall coordinate with laboratory to provide sample containers, labels, litmus paper to test pH, and provide a prepaid FedEx shipping label. Contractor's laboratory shall conduct analytical testing including total suspended solids and oil and grease. The Contractor's lump sum fee of \$2,600.00 includes up to \$200.00 in FedEx and/or similar delivery method fees and up to \$500.00 in laboratory charges. Additional outside service fees will be charged by the Contractor at cost to District. Backup of any additional charges will be provided by the Contractor with the detailed invoice.
- 6.6 Contractor shall inspect all the facilities of the Compliance Group Participants at a minimum of once per reporting year (July 1 to June 30). Additional inspection services may be requested by the District, which will be charged an hourly rate fee and mileage will be charged at the IRS Mileage Rate. The project bill rates will be based on the Contractor's Schedule of Charges. No additional charges will be added to the District invoices without prior consent.
- 6.7 Contractor shall compile monthly sample visual observation forms. Where necessary, Contractor will contact District to discuss results and possible revisions to site specific best management practices. Maintain records of contact and discussions with District for incorporation into annual report in SMARTS.
- 6.8 Contractor shall assist with the preparation of the Annual Report in SMARTS as a data submitter including uploading analytical data, assistance with the annual report checklists, and preparation of summaries of analytical data and visual monitoring results.
- 6.9 Provide storm water consultation to the District through the Compliance year.
- 6.10 Provide consulting related to industrial permit compliance as needed.

7. CANCELLATION DUE TO ELIMINATION OF REGULATORY REQUIREMENTS

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

8. DISTRICT CHANGE IN STATUS

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

9. INDEMNIFICATION

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

10. INSURANCE

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

11. INDEPENDENT CONTRACTOR

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

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

12. NON-DISCRIMINATION AND NON-SEGREGATION

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

13. RECORD RETENTION AND INSPECTION

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

14. MODIFICATION

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

15. SEVERABILITY/WAIVER

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

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

16. ASSIGNMENT

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

17. INTEGRATION

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

18. ATTORNEY'S FEES

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

19. GOVERNING LAW/FORUM SELECTION

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

20. NOTICES

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

LACOE:

Procurement Services
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW Room 157
Downey, CA 90242-2890

DISTRICT:

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

CONTRACTOR:

WSP USA INC.
3560 Hyland Avenue, Suite 100
Costa Mesa, CA 92626

21. EMPLOYEE FINGERPRINTING

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

22. TOBACCO AND MARIJUANA-FREE SCHOOLS AND FACILITIES

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

23. ALCOHOL AND DRUG-FREE WORKPLACE

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

24. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

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

25. ORDER OF PRECEDENCE

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

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

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

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

26.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property.

26.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 26.2 above, of this certification; and

26.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

27. PUBLIC RETIREMENT SYSTEM RETIREE

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

28. SEXUAL HARASSMENT PREVENTION TRAINING

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

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

29. EXECUTION REQUIREMENTS

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

WSP USA INC.

MONROVIA UNIFIED SCHOOL DISTRICT



By _____
Brent Smith
Vice President, Principal Scientist

By _____
Paula Hart Rodas

Typed or Printed Name

Indicate Federal Tax I.D. Number:

Title Superintendent

11-1531569

Date 6/2/2025

Date 6-25-25

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
Michael Choi
Procurement Services Coordinator

Date _____
DD 5-23
Report 5/7/25

EXHIBIT A

2025-2026 CALIFORNIA SCHOOLS STORM WATER COMPLIANCE GROUP

Arcadia USD

Bassett USD

Centralia ESD

Covina-Valley USD

Downey USD

Las Virgenes USD

Los Alamitos USD

Monrovia USD

Montebello USD

Murrieta Valley USD

Newport-Mesa USD

Placentia-Yorba Linda USD

Rowland USD

Santa Monica-Malibu USD

Sulphur Springs Union SD

Torrance USD

Walnut Valley USD

Whittier Union USD

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

29. 24/25-2136 - AUTHORIZATION TO USE STATE BIDS AND PIGGYBACKABLE BIDS FOR THE 2025-2026 FISCAL YEAR

RECOMMENDATION

The Board of Education is requested to approve the utilization of the State, City, and other School Districts' piggy-backable bids to purchase equipment and supplies for the District's daily operational needs including but not limited to furniture, transportation, playground, technology, and network, grounds and maintenance, copier and reprographics equipment and supplies.

Rationale:

The District has an ongoing need to purchase products, supplies, equipment, and services to support District organizational goals. Utilization of current piggyback bids from other agencies provides efficiencies and cost savings in the procurement process.

Background:

Acquisition of products, equipment, furniture, and supplies occurs throughout the school year. Pursuant to the provisions set forth in Public Contract Code (PCC) 20118, the Board of Education may authorize the purchase, lease, or contract for equipment and supplies through other government agencies or public corporations without advertised bids. This method, known as "piggybacking," is permitted by law so long as it is used in the District's best interest. There are various competitively bid piggybackable contracts available to California agencies which include, but are not limited to: California Multiple Award Schedule (CMAS), California School District and County Office of Education contracts, National Association of State Procurement Officials (NASPO), South County Support Agency, Cal Save-Monterey County Office of Education, Purchasing Cooperative/Alliances/Networks, The Cooperative Purchasing Network (TCPN), and U.S. Communities.

Budget Implication (\$ Amount):

Expenditures will be made from various sites/program budgets, and purchase orders will be submitted to the Board of Education for approval. There is no cost to the District.

Legal References:

Public Contract Code Sections 10298 and 10299 authorize local government agencies and school districts to use CMAS and other Department of General Services agreements without competitive bidding.

Additional Information:

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

30. 24/25-2137 - AGREEMENT FOR TRANSPORTATION SERVICES WITH ELITE SCHOOL TRANSIT

RECOMMENDATION

The Board of Education is requested to approve an agreement with Elite School Transit for school pupil activity and special trip transportation for a one (1) year term from July 1, 2025, through June 30, 2026.

Rationale:

Throughout the school year, requests for special bus trips are submitted that cannot be provided by District transportation staff because of conflict with the home-to-school schedule. Therefore, the District must contract with outside vendors to meet these needs.

Background:

The District's procedure has been to secure agreements with other bus companies to supplement the District service for co-curricular or extra-curricular trips as requested by the schools. The District has used Elite School Transit services on an as-needed basis since 2010. Elite School Transit will provide bus drivers who possess all the documents required to operate a School or School Pupil Activity Bus (SPAB,) and all vehicles are licensed and inspected as required by California law.

Budget Implication (\$ Amount):

There is no cost to the District to enter into this agreement. Bus use is as-needed, and rates are determined per trip request, depending on distance and time. The bus rate is \$625 for the first five (5) hours, and overtime rates after the first five (5) hours are \$125 per hour.

Legal References:

Education Code 39860 states that the governing board of a school district may contract for the transportation of students to and from an activity that the board determines to be for the benefit of the students.

Additional Information:

A copy of the proposed agreement is attached.

ATTACHMENTS

[Elite School Transit Contract 6-25-25 \(pg6\).pdf](#)

Agreement to Furnish Pupil Transportation Services

This Agreement, made on May 7, 2025 in the County of Los Angeles, State of California, by and between Monrovia Unified School District, hereinafter called the "DISTRICT", and Elite School Transit hereinafter called the "CONTRACTOR" shall be effective July 1, 2025 through June 30, 2026

ARTICLE 1 - SCOPE OF SERVICES

CONTRACTOR will furnish, operate, and maintain California School and/or School Pupil Activity Buses to transport students and/or district staff and volunteers on co-curricular and/or extracurricular activity trips as requested by the DISTRICT and agreed to by the CONTRACTOR. Transportation services are to be performed at such times and places as directed by the DISTRICT.

ARTICLE 2 - AGREEMENT ACCEPTANCE

This Agreement is subject to acceptance by signature, issuance of an appropriate purchase order, and approval of the Agreement by the Board of Education.

ARTICLE 3 - SUBCONTRACTORS

CONTRACTOR agrees not to employ subcontractors in connection with rendering transportation services to the DISTRICT without written consent of the DISTRICT. When so permitted, subcontractors shall be treated as employees of CONTRACTOR for purposes of this Agreement. Nothing contained in the Agreement shall create any contractual relations between any subcontractor and the DISTRICT.

ARTICLE 4 - SAFETY AND SECURITY

It shall be the responsibility of the CONTRACTOR to ascertain from the DISTRICT the rules and regulations pertaining to safety and security while transporting Monrovia Unified School District students.

ARTICLE 5 - TERMINATION FOR CONVENIENCE

The DISTRICT reserves the right at any time to terminate for its convenience the Agreement and the services of CONTRACTOR. Upon such termination, CONTRACTOR shall be entitled to payment for services satisfactorily rendered to the DISTRICT up to the date of termination.

ARTICLE 6 - AGREEMENT CHANGES

No changes or alterations to this Agreement shall be made without specific prior written approval by the DISTRICT.

ARTICLE 7 - EMPLOYEES

CONTRACTOR shall at all times enforce strict discipline and good order among its employees and shall not employ any unfit or unlicensed person or anyone not skilled in the proper operation of a California School Bus or School Pupil Activity Bus assigned to him or her in connection with this Agreement. Any person in the employ of the CONTRACTOR whom the DISTRICT may deem incompetent or unfit shall be dismissed from thereafter performing service to the DISTRICT.

ARTICLE 8 - SUBSTITUTIONS

No substitutions of services from those specified in the Scope of Services shall be made without the prior written approval of the DISTRICT.

ARTICLE 9 - PROVIDER SUPERVISION

When necessary, CONTRACTOR shall provide competent supervision of personnel employed to render transportation services to the DISTRICT.

ARTICLE 10 - ACCESS TO EQUIPMENT

DISTRICT representatives shall at all times have access to inspect the CONTRACTOR'S buses and documents to be used for transportation of DISTRICT students. Inspection may include the visual examination of the equipment and examination of bus driver's licenses/certificates. The DISTRICT reserves the right to reject a trip from departing from a school site or any other location when it is determined the bus and/or the licenses or certificates do not meet the minimum requirements under California law or DISTRICT standards.

ARTICLE 11 - ASSIGNMENT OF CONTRACT

The CONTRACTOR shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations under this Agreement without the prior written consent of the DISTRICT.

ARTICLE 12 - HOLD HARMLESS AGREEMENT

The CONTRACTOR shall save, defend, hold harmless and indemnify the DISTRICT from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property occurring in connection with or in any way incident to CONTRACTOR'S, its employee's or agent's performance or failure to perform under the Agreement.

ARTICLE 13 - CONTRACTOR NOT EMPLOYEE OF DISTRICT

While engaged in carrying out the terms and conditions of this Agreement, the CONTRACTOR is an independent Contractor, and not an officer, employee, agent, partner, or joint venture of the DISTRICT.

ARTICLE 14 - ANTI-DISCRIMINATION

It is the policy of the DISTRICT that in connection with all services performed under Agreements, there be no discrimination against any employee engaged in the work because of race, color, sex, ancestry, national origin, or religious creed, and therefore the CONTRACTOR agrees to comply with the applicable Federal and California Laws, including, but not limited to the California Fair Employment and Housing Act. In addition, the CONTRACTOR agrees to require such compliance by all permitted subcontractors employed in connection with this Agreement.

ARTICLE 15 - INSURANCE

The CONTRACTOR shall not commence work under this Agreement until he has obtained the insurance required under this paragraph, satisfactory proof of such insurance has been submitted to DISTRICT, and said insurance has been approved by the DISTRICT. The CONTRACTOR shall procure and shall maintain at its own expense the necessary insurance policies during the life of this Agreement. Except for worker's compensation insurance, the policy shall not be amended or modified and the coverage amounts shall not be reduced without the DISTRICT'S prior written consent. DISTRICT shall be named as an additional insured and be furnished thirty (30) days written notice prior to cancellation.

REQUIRED INSURANCE:

- A. General Liability Insurance with a minimum limit of \$5,000,000 per occurrence and \$10,000,000 aggregate
- B. Business Automobile Liability Insurance with a limit of \$25,000,000 per occurrence.
- C. Desired but not required: Abuse-molestation Insurance with minimum limit of \$1,000,000 per occurrence and \$5,000,000 aggregate
- D. Workers' Compensation Insurance with coverage limits in accordance with California law.

ARTICLE 16 - FINGERPRINTING

As required under California Education Code Section 45125.1, individuals and companies must have employees fingerprinted if the service to be provided puts them in contact with students. The DISTRICT has determined that the CONTRACTOR is subject to this requirement. The CONTRACTOR shall submit proof to the DISTRICT that all persons employed by the CONTRACTOR have submitted fingerprints to the Department of Justice. The CONTRACTOR will bear all costs associated with this fingerprinting requirement. The DISTRICT shall not reimburse the CONTRACTOR for any Department of Justice rejections. No work under this Agreement shall begin until the DISTRICT is satisfied that CONTRACTOR has satisfied the requirements of this article. CONTRACTOR shall not permit any employee or permitted subcontractor to come in contact with DISTRICT students until the Department of Justice has ascertained and reported to CONTRACTOR that the employee/subcontractor has not been convicted of a felony as defined in Section 45122.1 or a misdemeanor as defined in Section 44010 and 44011 of the California Education Code. It is the responsibility of the CONTRACTOR to act on all subsequent arrest notifications received from the Department of Justice. The CONTRACTOR shall prevent any employee or permitted subcontractor with a subsequent arrest to come in contact with DISTRICT students until it has been determined by the Department of Justice that a felony conviction has not been committed as defined in Section 45122.1 or a misdemeanor as defined in Section 44010 and 44011 of the California Education Code.

ARTICLE 17 - COMPLIANCE WITH LAWS

CONTRACTOR shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the transportation services to be performed. If CONTRACTOR observes that any of the work required by this Agreement is at variance with any such laws, ordinances, rules or regulations, CONTRACTOR shall notify the DISTRICT, in writing, and, at the sole option of the DISTRICT, any necessary changes to the scope of services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement

shall be terminated effective upon CONTRACTOR'S receipt of a written termination notice from the DISTRICT. If CONTRACTOR performs any work knowing it to be in violation of such laws, ordinances, rules or regulations and without first notifying the DISTRICT of such violation, CONTRACTOR shall bear all costs arising there from.

ARTICLE 18 - GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California with venue exclusively in Los Angeles County, California.

ARTICLE 19 - NO ORAL MODIFICATION

Any waiver, amendment, modification, consent or acquiescence with respect to this Agreement or any provision of this Agreement or with respect to any failure to perform in accordance therewith shall be set forth in writing and duly executed by or on behalf of the party to be bound thereby.

ARTICLE 20 - AVAILABILITY OF EQUIPMENT

Buses requested by the DISTRICT are subject to availability. DISTRICT and CONTRACTOR mutually agree that CONTRACTOR'S buses are subject to prior commitment, and that CONTRACTOR cannot be obligated to provide greater than number of buses on hand.

ARTICLE 21 - NOT A SOLE PROVIDER

DISTRICT reserves the right to contract with more than one provider for similar transportation needs and CONTRACTOR reserves right to provide buses for more than one DISTRICT.

ARTICLE 22 - RATES: SCHOOL BUS/SCHOOL PUPIL ACTIVITY BUS

<u>Bus Capacity</u>	<u>First 5 Hours</u>	<u>Additional Hours</u>	<u>or Miles (if greater)</u>
---------------------	----------------------	-------------------------	------------------------------

See Attached Rates

The above quoted rates are valid for transportation services originating or terminating within the DISTRICT'S boundaries. Multi-day trips, One-way trips, Grad Nights, and other dates or events requiring higher bus demand may be quoted separately and independently. The DISTRICT shall reimburse the CONTRACTOR for all tolls, parking and other fees (excluding fines) in conjunction with DISTRICT trips. The DISTRICT shall not be charged over hours for any delays due to CONTRACTOR'S mechanical failures or driver performance.

ARTICLE 23 - COMPENSATION FOR SERVICES

Charges are based on the quoted rate. Hourly charges will begin at the requested pick-up time and end at the release time. Mileage charges will begin at the requested pick-up location and end at the conclusion of the co-curricular/extracurricular trip. CONTRACTOR shall provide an invoice for each trip within 30 days of its conclusion. DISTRICT will pay CONTRACTOR for all services provided in accordance with this

Agreement at the rates quoted herein. Payment shall be due within 30 days of trip, upon submission of an invoice by the CONTRACTOR.

ARTICLE 24 - SEAT/SAFETY RESTRAINT SYSTEM

Seat belts, infant seats, booster seats or other restraint devices, as required by law, shall be required in all vehicles provided to the DISTRICT. CONTRACTOR drivers shall be properly trained in attachments, devices or other requirements as required by Statutory Law or Regulation.

ARTICLE 25 - SMOKE-FREE ENVIRONMENT

The DISTRICT maintains a "smoke-free" environment, and does not permit the use of any tobacco containing element on or around the DISTRICT property, CONTRACTOR'S vehicles, while operating any DISTRICT trip, shall adhere to this policy.

ARTICLE 26 - PROFESSIONALISM

CONTRACTOR drivers and attendants shall be courteous and interact with students, school personnel, parents, and DISTRICT staff in a courteous and professional manner. CONTRACTOR recognizes that personnel who have contact with students, parents and DISTRICT staff must be of stable personality and high moral character for the safety and protection of the students. CONTRACTOR shall not allow any person to drive or attend a vehicle who is not in a condition of mental and emotional stability.

Drivers shall be neat in appearance, in good health, wear CONTRACTOR provided identification, either ID badge or CONTRACTOR uniform and be of the highest moral character.

ARTICLE 27 - DRUG ABUSE PROGRAM

The CONTRACTOR shall certify to the DISTRICT that they have a current drug and alcohol policy as required by current Federal Law. CONTRACTOR shall furnish a copy of current policy to the DISTRICT.

The CONTRACTOR shall also certify to the DISTRICT that their substance abuse program meets or exceeds all current Federal and State requirements for commercial drivers.

ARTICLE 28 - BUS ACCIDENTS/MECHANICAL FAILURE

The CONTRACTOR shall immediately report to the DISTRICT all accidents involving the CONTRACTOR'S equipment or personnel while transporting DISTRICT personnel and/or students. The DISTRICT shall investigate any and all accidents by the CONTRACTOR while executing any part of this Agreement (This does not relieve the CONTRACTOR of any reporting procedure as required by law).

In the event of mechanical breakdown or driver related problems, CONTRACTOR agrees to immediately remedy the situation by replacing such vehicle or driver upon DISTRICT request. Failure to supply replacement vehicle(s) or driver(s) as requested by the DISTRICT may result in the immediate termination of this Agreement.

ARTICLE 29 - CONTRACTOR LICENSES/CERTIFICATIONS

All drivers while performing any trip for the DISTRICT shall possess and maintain a valid Commercial Driver License (CDL), Class A or B, (with a P-passenger endorsement), a valid California School Bus Driver with "S" endorsement, or SPAB certificate (of the appropriate class of vehicle), a valid Medical Certificate (DL-51), a valid First Aid certificate and shall adhere to any and all restrictions placed thereon such certificates and licenses as required by current applicable statutory or administrative codes. The DISTRICT shall have the right to reject any driver, vehicle or CONTRACTOR personnel and shall notify the CONTRACTOR in writing.

The CONTRACTOR shall certify to the DISTRICT that they meet all requirements of the California Highway Patrol and the California Department of Education, including but not limited to, Driver Training Procedures, Driver records, Vehicle Maintenance Procedures, Vehicle Maintenance records, accident reports and any other law, rule, regulation, or procedure of the Federal or State Governments. CONTRACTOR must supply most recent terminal inspection to the DISTRICT for review.

The CONTRACTOR shall notify the DISTRICT of their current California Highway Patrol Motor Carrier Rating and shall notify the DISTRICT of any change in that rating within one working day of that change.

CONTRACTOR shall participate in the Department of Motor Vehicle (DMV) pull notice program and adhere to DISTRICT requirements, for all drivers assigned to perform services under this Agreement.

ARTICLE 30 -GENERAL TERMS & CONDITIONS

CONTRACTOR vehicles shall be clean and maintained by the CONTRACTOR, have a good exterior and interior appearance during the term of the Agreement.

CONTRACTORS' driver shall be familiar with the service area and have a working timepiece while driving a DISTRICT trip.

CONTRACTOR

Elite School Transit

By: Felipe Hernandez

Felipe Hernandez Chief Executive Officer

Printed Name

6 E Newman Ave

Address

Arcadia CA 91006

City State ZIP

05/07/2025

Date

DISTRICT

Monrovia Unified School District

By: _____

Dr. Paula Hart Rodas, Superintendent

Printed Name

6-25-25

Date



Elite School Transit

6 E. Newman Ave.
Arcadia CA. 91006

TCP # 24014
CA. # 371188

Phone # 626-232-6513
626-975-7208

E-Mail Eliteschoolservice@yahoo.com

CHARTER SCHOOL BUSSING FOR THE SCHOOL YEAR AND SUMMER OF 2025-26

LOCAL IN AREA TRIPS HOURLYRATE / LIVE MILES ADDED FOR OUT OF THE AREA TRIPS

PAS-CAP	5 HR. MIN.	ADD. HRS.	COST LIVE MILES OUTSIDE L.A. COUNTY	COST DEAD MILES
52-84	\$625.00	\$125.00	\$1.75	-----0-----

HOME TO SCHOOL

PAS-CAP	5 HR. MIN	ADD STUDENT TO ROUTE X DAY
18- 41	\$650.00 X ROUTE	\$39.00

SPORTS ACTIVITIES 5 HRS	ADD HRS.
52-84 \$625.00	\$125.00

GRAD NIGHT RATE

PAS-CAP	NIGHT TRIP	DAY/ NIGHT
52-84	\$ 1500.00	\$125.00 Hr.

RESORT DESTINATION	ONE WAY TRANSFER FEE.
ARROWHEAD	\$ 1700.00
BARTON FLATS	\$ 1700.00
BIG BEAR	\$ 2000.00
FOREST FALLS / CAMP PALI	\$ 1500.00
IDYLLWILD	\$ 2300.00
WRIGHTWOOD	\$ 1500.00
TRIPS REQUIRING CHAINS WILL HAVE ADDITIONAL	\$ 75.00

A CANCELLATION FEE OF \$300.00 WILL BE CHARGE IF 24:00 HOURS NOTICE IS NOT
GIVEN. A " NO SHOW " OR CANCELLATION AT THE PICK UP WILL INCUR ON A 5
HOUR MIN CHARGE OF \$600.00

PARKING FEES IS RESPONSIBILITY OF THE GROUP.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

31. 24/25-2138 - 2025-26 SCHOOL YEAR BUS SCHEDULE

RECOMMENDATION

The Board of Education is requested to approve the Bus Schedule for the 2025-26 school year, home-to-school transportation.

Rationale:

The Transportation Board Policy requires the Board of Education to approve bus stop locations each year.

Background:

The 2025-26 Bus Schedule reflects home-to-school transportation for elementary students, including each Wednesday's early release time. This schedule takes into consideration the Special Education transportation needs, possible reduced enrollment at the elementary level, and the restructuring of various bus routes. Transportation ridership will be monitored closely for any necessary modifications to the schedule.

Budget Implication (\$ Amount):

Legal References:

Board Policy 3540 states that the Board of Education shall approve bus stop locations each year. California Code of Regulations 15241 establishes minimum transportation distances for determining district reimbursement for transportation expenses.

Additional Information:

A copy of the 2025-26 Bus Schedule is attached.

ATTACHMENTS

[2025-2026 School Year Bus Schedule 6-25-25.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT

BUS SCHEDULE 2025-2026

PRE-K, TK-6 & SANTA FE SATELLITE NOTICE

In order to maintain our current level of excellent service, we must provide a safe and professional atmosphere on our buses at all times. We need your help and support to make it happen. The following guidelines are excerpts from our transportation handbook. To view the entire transportation handbook, please log on to www.monroviaschools.net. Under the “District Departments” drop-down box, select Maintenance, Operations & Transportation or contact Lead Bus Driver Patricia Carter at (626) 471-2913.

1. Bus rider eligibility is established as follows:

PRE-K and TK– 6th Grade must reside at least 1-1/2 miles from their school site.

Santa Fe students are eligible for transportation if they reside in the satellite area of Myrtle Ave. to Fifth Ave. and Foothill Blvd. to Colorado Blvd. Only these students will receive transportation services to and from Santa Fe.

2. Students will be returned to the same stops from which they boarded.
3. Only students who are eligible for transportation may ride the bus. Eligible riders may not let ineligible riders, such as friends or relatives, ride along with them without prior approval.
4. Students are to arrive at bus stops five (5) minutes prior to the pickup time, but **not more** than ten (10) minutes prior, and be on the appropriate side of the street prior to the bus arrival. Students must remain on the sidewalk in an orderly manner, off the neighbors’ grass or property.
5. Any student kept after school or who misses the bus home will not be transported home by the Transportation Department. In some cases, pupils may be allowed to go home on the next bus that arrives at the school if possible.
6. Any student, who becomes a discipline problem or endangers the safe operation of the bus, will receive a disciplinary citation from the bus driver. **After receiving the first citation, depending on the severity of the incident, students SHALL be suspended from riding the bus for 3-5 days.** Discipline problems SHALL result in the **loss** of all bus transportation privileges.
7. **Pre-K, TK, and Kindergarten** students must be met by a parent or guardian or an **adult** acting on behalf of the parent or guardian. Prior approval is required from the school site for anyone other than the parent or guardian meeting the student. If no one is available to meet the student, they

will be returned to the school office. After a student is returned to school three (3) times, bus transportation privileges **shall be suspended for 3-5 days**.

8. Special Education students should be ready to board the bus 5 minutes before the bus arrives. Please have an adult available to receive students five minutes before the schedule drop-off time, as drivers are only able to wait 1 minute. The times given are only estimated.

BRADOAKS SCHOOL REGULAR SCHEDULE

START TIME 8:00 A.M.

A.M. PICK UP GRADES TK-6th

ROUTE NO.	STOPS	PICK UP TIME ARRIVE
16	ALTERN / MYRTLE	6:50
	PECK / AVORA	6:55
	PECK RD / DUARTE RD	7:00
	PRIMROSE / CHERRY	7:08
	ALTA VISTA / MONTANA	7:10
	CALIFORNIA / CYPRESS	7:20

BRADOAKS SCHOOL 7:30 A.M.

GRADES TK-3

DISMISSAL 2:05 P.M.

16	CYPRESS / SHERMAN	2:15
	PRIMROSE / CHERRY	2:20
	ALTA VISTA / MONTANA	2:27
	MYRTLE / ALTERN	2:32
	PECK / AVORA	2:35
	PECK RD / DUARTE RD	2:37

GRADES 4-6

DISMISSAL 2:40 P.M.

16	CYPRESS / SHERMAN	2:50
	PRIMROSE / CHERRY	2:55
	ALTA VISTA / MONTANA	2:58
	MYRTLE / ALTERN	3:05
	PECK / AVORA	3:08
	PECK RD / DUARTE RD	3:10

BRADOAKS SCHOOL

WEDNESDAY EARLY DISMISSAL 12:40 P.M.

GRADES TK-6

16	CYPRESS SHERMAN	12:50
	PRIMROSE / CHERRY	12:55
	ALTA VISTA / MONTANA	12:58
	MYRTLE / ALTERN	1:03
	PECK / AVORA	1:07
	PECK RD / DUARTE RD	1:10

MAYFLOWER SCHOOL REGULAR SCHEDULE

START TIME 8:15 A.M.

A.M. PICK UP GRADES TK-6

ROUTE NO. STOPS

PICK UP TIME ARRIVE

16	SHERMAN / CHERRY	7:40
	CHERRY / IVY	7:45
	CANYON / WALNUT	7:53

MAYFLOWER SCHOOL 8:00 A.M.

GRADES TK-3

DISMISSAL 2:20 P.M.

17	SHERMAN/CHERRY	2:35
	CHERRY / IVY	2:40
	CANYON / WALNUT	2:45

GRADES 4-6

DISMISSAL 3:00 P.M.

17	CANYON / WALNUT	3:07
	CHERRY / IVY	3:13
	CHERRY/SHERMAN	3:18

MAYFLOWER SCHOOL

WEDNESDAY EARLY DISMISSAL 1:00 P.M.

GRADES TK-6

17	CANYON / WALNUT	1:17
	SHERMAN / CHERRY	1:22
	CHERRY / IVY	1:30

PLYMOUTH SCHOOL REGULAR SCHEDULE

START TIME 8:00 A.M.

A.M. PICK UP GRADES TK-6

ROUTE NO.	STOPS	PICK UP TIME ARRIVE
13	COLORADO / FIFTH	7:00
	MONTEREY / MONTANA	7:05
	ALMOND / CALIFORNIA	7:10
	POMONA / IVY	7:15
	SHAMROCK / MONROVISTA	7:20

PLYMOUTH SCHOOL 7:30 A.M.

GRADES TK-3	<u>DISMISSAL 2:05 P.M.</u>	
13	MONTANA / MONTEREY	2:15
	FIFTH / COLORADO	2:20
	ALMOND / CALIFORNIA	2:28
	POMONA / IVY	2:33
	SHAMROCK / MONROVISTA	2:38

GRADES 4-6	<u>DISMISSAL 2:40 P.M.</u>	
13	SHAMROCK / MONROVISTA	2:50
	POMONA / IVY	2:55
	ALMOND / CALIFORNIA	3:00
	COLORADO / FIFTH	3:10
	MONTANA / MONTEREY	3:15

PLYMOUTH SCHOOL

WEDNESDAY EARLY DISMISSAL 12:45 P.M.

GRADES TK-6

13	SHAMROCK / MONROVISTA	1:00
	POMONA / IVY	1:05
	ALMOND / CALIFORNIA	1:10
	COLORADO / FIFTH	1:15
	MONTANA / MONTEREY	1:20

WILD ROSE SCHOOL REGULAR SCHEDULE

START TIME 8:15 A.M.

A.M. PICK UP GRADES TK-6

ROUTE NO.	STOPS	PICK UP TIME	ARRIVE
14	DIAMOND / MAYFLOWER SW	7:20	
	ENCINO / EL DORADO	7:40	
	DUARTE RD / ENCINO	7:45	
	340 W. DUARTE RD	7:50	

WILD ROSE SCHOOL 8:00 A.M.

GRADES TK-3	DISMISSAL	2:25 P.M.
14	DIAMOND / MAYFLOWER SW	2:35
	EL DORADO / ENCINO	2:40
	DUARTE RD / ENCINO	2:45
	340 W. DUARTE RD	2:48

GRADES 4-6	DISMISSAL 3:00 P.M.
14	DIAMOND / MAYFLOWER SW 3:15
	ENCINO / EL DORADO 3:22
	DUARTE / ENCINO 3:25
	340 W. DUARTE RD 3:30

WILD ROSE SCHOOL

WEDNESDAY EARLY DISMISSAL 1:05 P.M.

GRADES TK-6

14	DIAMOND / MAYFLOWER SW	1:20	ENCINO / EL DORADO	1:25
	DUARTE / ENCINO			1:30
	340 W. DUARTE RD			1:35

SANTA FE MIDDLE SCHOOL REGULAR SCHEDULE

START TIME 8:00 AM

A.M. PICK UP

ROUTE NO.	STOPS	PICK UP TIME	ARRIVE
14	OLIVE/ALTA VISTA	7:10	
	FIFTH/COLORADO	7:15	

ARRIVES AT SANTA FE CSMS AT 7:25 AM

exit bus at 7:30 AM

ALL GRADES

DISMISSAL 2:55 PM - BUS DEPARTS AT 3:00 PM

13	OLIVE / ALTA VISTA	3:10
	FIFTH / COLORADO	3:20

SANTA FE MIDDLE SCHOOL

WEDNESDAY EARLY DISMISSAL 1:35 PM

ALL GRADES

13	OLIVE / ALTA VISTA	1:50
	FIFTH / COLORADO	1:55

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

32. 24/25-2140 - PURCHASE AGREEMENTS WITH GOLD STAR FOODS

RECOMMENDATION

The Board of Education is requested to approve two (2) purchase agreements with Gold Star Foods to provide produce and fresh bread, frozen, refrigerated, processed commodities, and/or commercial dry foods for our student nutrition program.

Rationale:

Approval of this agreement will allow the Food Services department to purchase food products from Gold Star Foods to provide healthy meals to our students.

Background:

Gold Star Foods has been the District's fresh bread, frozen, refrigerated, processed commodities, and/or commercial dry foods/grocery provider since the 2011-2012 school year. The company provides great customer service and high-quality products with comparable prices. The District would like to continue to use this vendor for the 2025-26 school year. The District will use a piggyback contract from Oxnard Union High School District and the Anaheim Union School District respectively.

Budget Implication (\$ Amount):

The Food Service Department purchased approximately \$1,000,000.00 worth of goods from Gold Star Food during the 2024-25 school year, and anticipates 2025-26 budget needs will be \$1,050,000.00.

Legal References:

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

Additional Information:

Copies of the agreements are attached.

ATTACHMENTS

[GSF- PIGGYBACK OFFER LETTER_MONROVIA USD_ON ANAHEIM BROADLINE SY 25-26_\(a\)6-25-25 \(pg1\).pdf](#)

[GSF- PIGGYBACK OFFER LETTER_MONROVIA USD ON_OXNARD UNION_703 PRODUCE SY 25-26_\(a\)6-25-25 \(pg1\).pdf](#)

[RFP703ProduceProducts_GSF original contract 6-25-25 \(no pg\).pdf](#)



GOLD STAR FOODS

June 5, 2025

Monrovia School District
325 East Huntington Drive
Monrovia, CA 91016

Re: Extension Offer for RFP No. 2023-33 Frozen Food, Refrigerated Food, Dry Goods, Processed Commodity & Related

Gold Star Foods, Inc. is awarded the contract to Anaheim Union High School District in accordance with your bid mentioned above. The term of that original contract is July 1, 2023 through June 30, 2024. The contract may be extended for an additional two [2] one-year periods in accordance with California Education Code, Sections 17596 (K12) and 81644 (Community Colleges).

Gold Star Foods would like to offer the “piggyback” option of this contract for the next school year and extend our pricing effective September 1, 2025 through June 30, 2026 in accordance with the following terms and conditions:

Anaheim Broadline RFP NO 2023-33:
<https://app.box.com/s/Opkirea83gbk9ae1wlsz2ud5u8bctfmy>

We are proud to be your ongoing Child Nutrition Partner and sincerely value our relationship.

Sincerely,

Amber Alderson
Senior Director – National Bids & Contracts

Acceptance:

Signature

6-25-25

Date

Date

Acceptance:

Paula Hart Rodas, Superintendent

Title

THE School Nutrition Supply Chain™
(800) 540-0215 | goldstarfoods.com | @goldstarfoods
2855 E Guasti Rd, 6th floor // Ontario, CA 91761



UNLIMITED YOU



ANAHEIM UNION HIGH SCHOOL DISTRICT

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

(714) 999-3602

PURCHASING AND CENTRAL SERVICES

May 27, 2025

Gold Star Foods, Inc.
John Cho, VP Revenue Management
3781 E. Airport Drive
Ontario, CA 91761
By email to JohnCho@Goldstarfoods.com

RE: ANAHEIM UNION HIGH SCHOOL DISTRICT'S FROZEN FOOD, REFRIGERATED FOOD
DRY GOODS, PROCESSED COMMODITY, AND RELATED
BID NO. 2023-33 BID EXTENSION

Dear Mr. Cho,

Anaheim Union High School District has awarded an extension for Bid 2023-33, frozen food, refrigerated food, dry goods, processed commodity, and related, to Gold Star Foods, Inc.

The extended award will commence as of July 1, 2025 through June 30, 2026, subject to renewal for up to one additional year.

If you should have any questions, please contact Todd Gangnath at 714-999-3599 or by email at gangnath_t@auhsd.us

Cordially,

Maria Rafael
Director of Purchasing and Central Services

Gold Star Foods, Inc.

Date

cc: Todd Gangnath, Senior Buyer
Orlando Griego, Director, Food Services
File



GOLD STAR FOODS

February 6, 2025

Anaheim Union High School District
501 Crescent Way
Anaheim, CA 92801

Re: Extension Offer for RFP # 2023-33 Frozen Food, Refrigerated Food, Dry Goods, Processed Commodity & Related

Gold Star Foods, Inc. is awarded the contract to Anaheim Union High School District in accordance with your bid mentioned above. The term of that original contract is July 1, 2023 through June 30, 2024. The contract may be extended for an additional two [2] one-year periods.

Gold Star Foods respectfully requests a one-year extension effective July 1, 2025 with the following representation:

1. **Manufacturer price changes:** Supporting documentation and manufacturer pricing to follow.
2. **CPI Increase:** 2.01 % Based on the Consumer Price Index Los Angeles-Long Beach-Anaheim, CA "All Urban Consumers" "All items less shelter".

We are proud to be your ongoing Child Nutrition Partner and sincerely value our relationship.

Thank you,

Amber Alderson
Director - National Bids & Contracts

Acceptance:

Signature

5/27/25

Date

Title

THE School Nutrition Supply Chain™


(800) 540-0215 | goldstarfoods.com | @goldstarfoods
2855 E Coastl Rd, 6th floor // Ontario, CA 91761





Databases, Tables & Calculators by Subject

Change Output Options:

From: To: 

include graphs include annual averages

[More Formatting Options](#) 

 [Special Notices](#) 4/25/2024

Data extracted on: January 16, 2025 (11:25:48 AM)

Consumer Price Index for All Urban Consumers (CPI-U)

Series Id: CUURS49ASA0L2, CUUSS49ASA0L2
 Not Seasonally Adjusted
Series Title: All items less shelter in Los Angeles-Long Beach-Anaheim, CA, all urban consumers, not seasonally adjusted
Area: Los Angeles-Long Beach-Anaheim, CA
Item: All items less shelter
Base Period: 1982-84=100

CPI CALCULATION

$$284.430 - 278.825 = 5.605$$

$$5.605 / 278.825 = 0.0201$$

$$0.0201 * 100 = 2.01\%$$

Download:  [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	218.614	219.973	221.974	221.692	222.926	222.942	222.330	221.841	221.494	220.815	218.208	216.134	220.745	221.353	220.137
2015	214.533	216.374	219.281	218.858	222.010	220.669	222.521	221.135	219.652	219.771	219.247	218.173	219.352	218.621	220.083
2016	220.019	219.387	219.558	220.292	221.281	221.134	220.438	219.575	219.676	220.640	218.881	218.445	219.944	220.279	219.609
2017	220.314	221.681	222.476	223.272	223.918	223.265	223.536	223.663	224.951	225.188	225.503	225.322	223.591	222.488	224.694
2018	227.716	229.387	229.885	230.208	230.818	229.915	230.487	230.417	231.225	233.375	231.868	230.095	230.450	229.655	231.245
2019	231.460	231.196	232.548	235.395	236.119	234.840	234.910	234.219	235.978	238.399	236.218	234.021	234.609	233.593	235.624
2020	236.840	237.401	234.478	232.812	233.970	235.405	237.153	237.676	237.055	237.989	238.544	237.923	236.437	235.151	237.723
2021	238.459	239.730	241.621	245.599	247.617	249.348	251.018	251.738	252.632	255.841	257.498	258.528	249.136	243.729	254.543
2022	262.356	263.316	269.412	270.699	273.374	277.836	276.302	275.119	276.418	278.261	274.389	270.398	272.323	269.499	275.148
2023	278.306	276.631	276.112	278.294	278.316	279.524	278.963	281.314	281.581	281.198	278.127	277.532	278.825	277.864	279.786
2024	281.104	282.256	284.361	286.310	286.127	284.481	284.266	284.270	285.761	285.531	284.301	284.390	284.430	284.107	284.753

100000 - ANAHEIM UNION HSD_FRZN-CMDY-RENEWAL

Table with columns: GSF Item No., Mfg. Item No., Description, Brand, UOM, Pack Size, Current Usage (5.8.25), 24-25 Selling Price, PTV, Net CMDY Selling Price, 25-26 Selling Price, PTV, Net CMDY Selling Price, Starting Date, Ending Date. Includes a yellow header for '2.01% CPI + VENDOR PRICE CHANGES'.

249391	R219-D5190/549806	RICE MIX SPANISH WG RS	FOOTHILL FARMS	CS	6/36OZ	0	\$	56.56	\$	56.56	\$	57.70	\$	57.70	7/1/2025	6/30/2026		
138863	0-77222-35485-3	AMERICAN HERO ICE STRW/LM NDE	ROSATI	CS	90/4.4OZ	0	\$	40.34	\$	40.34	\$	41.88	\$	41.88	7/1/2025	6/30/2026		
149667	16701	SANDW CRSTLESS COCOA CPB WG IW	EASTSIDE ENTREES	CS	96/2.4OZ	460	\$	119.25	\$	119.25	\$	121.65	\$	121.65	7/1/2025	6/30/2026		
406941	16945	CIABATA PEPPER JACK MELT IW WG	EASTSIDE ENTREES	CS	96/3.9OZ	5	\$	130.10	\$ (25.24)	\$	104.86	\$	132.72	\$ (23.90)	\$	108.82	7/1/2025	6/30/2026
134260	WGBANMFN-9#	BATTER MUFFIN BANANA WG	FAT CAT BAKERY	CS	2/9LB	0	\$	54.63	\$	54.63	\$	55.73	\$	55.73	7/1/2025	6/30/2026		
134261	WGBLUMFN-9#	BATTER MUFFIN BLUEBERRY WG	FAT CAT BAKERY	CS	2/9LB	5	\$	54.63	\$	54.63	\$	55.73	\$	55.73	7/1/2025	6/30/2026		
134262	WGDCMFN-9#	BATTER MFN DOUBLE COCOA WG	FAT CAT BAKERY	CS	2/9LB	0	\$	54.63	\$	54.63	\$	55.73	\$	55.73	7/1/2025	6/30/2026		
134323	WGCOWMFN-9#	BATTER MUFFIN COWGIRL WG	FAT CAT BAKERY	CS	2/9LB	137	\$	51.24	\$	51.24	\$	52.27	\$	52.27	7/1/2025	6/30/2026		
134514	WGCELC140-1SW	COOKIES CELEBRATION WG IW	FAT CAT BAKERY	CS	140/1.3OZ	126	\$	50.23	\$	50.23	\$	51.24	\$	51.24	7/1/2025	6/30/2026		
134706	WGSC140-1SW	COOKIE SNICKERDODDLE WG IW	FAT CAT BAKERY	CS	140/1.3OZ	85	\$	50.23	\$	50.23	\$	51.24	\$	51.24	7/1/2025	6/30/2026		
138516	WGCCC140-1SW	COOKIE CHOC CHIP WG IW	FAT CAT BAKERY	CS	140/1.3OZ	587	\$	52.86	\$	52.86	\$	53.93	\$	53.93	7/1/2025	6/30/2026		
138892	WGBANCCMFN-9#	BATTER MUFFIN BAN CHOC CHIP WG	FAT CAT BAKERY	CS	18LB	0	\$	54.63	\$	54.63	\$	55.73	\$	55.73	7/1/2025	6/30/2026		
138894	WGPMPMFN-9#	BATTER MUFFIN PUMPKIN WG	FAT CAT BAKERY	CS	2/9LB	26	\$	51.24	\$	51.24	\$	52.27	\$	52.27	7/1/2025	6/30/2026		
138946	WGMBMFN-9#	BATTER MUFFIN MIXED BERRY WG	FAT CAT BAKERY	CS	2/9LB	87	\$	54.69	\$	54.69	MFG DISC		MFG DISC		7/1/2025	6/30/2026		
139816	WGCCC192-1S	COOKIE DOUGH CHOC CHIP PUCK WG	FAT CAT BAKERY	CS	192/1.3OZ	101	\$	51.64	\$	51.64	\$	52.68	\$	52.68	7/1/2025	6/30/2026		
140057	WGLEMMFN-9#	MUFFIN BATTER LEMON WG	FAT CAT BAKERY	CS	2/9LB	99	\$	51.24	\$	51.24	\$	52.27	\$	52.27	7/1/2025	6/30/2026		
149289	WGSTP140-1SW	COOKIE ST PATRICKS SUGAR WG IW	FAT CAT BAKERY	CS	140/1.3OZ	114	\$	50.23	\$	50.23	\$	51.24	\$	51.24	7/1/2025	6/30/2026		
200698	11151	SNACKS MULTIGRAIN ORIGINAL WG	SUN CHIPS	CS	104/1OZ	0	\$	48.35	\$	48.35	\$	48.37	\$	48.37	7/1/2025	6/30/2026		
200720	31748	NACHO CHS RF WG	DORITOS	CS	72/1OZ	514	\$	32.41	\$	32.41	\$	32.11	\$	32.11	7/1/2025	6/30/2026		
200724	36096	COOL RANCH RF WG	DORITOS	CS	72/1OZ	1157	\$	32.41	\$	32.41	\$	32.11	\$	32.11	7/1/2025	6/30/2026		
200730	42537	SCOOPS BAKED TOSTITO WG	TOSTITOS	CS	72/875OZ	0	\$	33.46	\$	33.46	\$	33.15	\$	33.15	7/1/2025	6/30/2026		
200750	44375	NACHO CHEESE	DORITOS	CS	64/1.75OZ	0	\$	45.26	\$	45.26	\$	46.17	\$	46.17	7/1/2025	6/30/2026		
200774	44425	CHIPS ORIGINAL SUNCHIPS WG	SUN CHIPS	CS	64/1.5OZ	0	\$	48.20	\$	48.20	\$	50.84	\$	50.84	7/1/2025	6/30/2026		
202527	49093	SPICY SWEET CHILI RF WG	DORITOS	CS	72/1OZ	7	\$	32.41	\$	32.41	\$	32.11	\$	32.11	7/1/2025	6/30/2026		
202529	43578	FANTASTIX FLAMIN' HOT WG	CHEETOS	CS	104/1OZ	4	\$	48.35	\$	48.35	\$	48.37	\$	48.37	7/1/2025	6/30/2026		
202696	36445	CHIPS MULTIGR N GARDEN SALSA WG	SUN CHIPS	CS	104/1OZ	119	\$	48.35	\$	48.35	\$	48.37	\$	48.37	7/1/2025	6/30/2026		
202761	15940	PRETZELS HEARTZELS WG	ROLG GOLD	CS	104/70OZ	264	\$	49.15	\$	49.15	\$	49.17	\$	49.17	7/1/2025	6/30/2026		
202878	11152	MULTIGRAIN HARVEST CHEDDAR WG	SUN CHIPS	CS	104/1OZ	352	\$	48.35	\$	48.35	\$	48.37	\$	48.37	7/1/2025	6/30/2026		
202892	32078	BAKED BBQ	LAYS	CS	60/875OZ	1	\$	27.81	\$	27.81	\$	27.74	\$	27.74	7/1/2025	6/30/2026		
202893	33625	OVEN BAKED POTATO CRISPS REG	LAYS	CS	60/875OZ	6	\$	27.81	\$	27.81	\$	27.74	\$	27.74	7/1/2025	6/30/2026		
208236	18792	CHIPS ROUNDS TOSTITO RF	TOSTITOS	CS	104/875OZ	0	\$	48.84	\$	48.84	\$	48.86	\$	48.86	7/1/2025	6/30/2026		
208585	62933	OVEN BAKED CRUNCHY WG	CHEETOS	CS	104/875OZ	16	\$	50.96	\$	50.96	\$	50.98	\$	50.98	7/1/2025	6/30/2026		
208586	62984	OVEN BAKED CRUNCHY FLAMIN WG	CHEETOS	CS	104/875OZ	56	\$	48.35	\$	48.35	\$	48.37	\$	48.37	7/1/2025	6/30/2026		
239220	62829	FLAMAS RF	DORITOS	CS	72/1OZ	19	\$	32.41	\$	32.41	\$	32.11	\$	32.11	7/1/2025	6/30/2026		
248602	20518	CHIPS TORT NACHO CH WALKN TACO	DORITOS	CS	44/1.4OZ	1327	\$	27.78	\$	27.78	\$	27.73	\$	27.73	7/1/2025	6/30/2026		
248603	20510	TOP N GO RF	TOSTITOS	CS	44/1.4OZ	227	\$	29.14	\$	29.14	\$	29.08	\$	29.08	7/1/2025	6/30/2026		
248921	22642	BITES MINI BLUEBERRY VANILLA	GRANDMAS COOKIES	CS	60/1OZ	27	\$	43.82	\$	43.82	\$	43.92	\$	43.92	7/1/2025	6/30/2026		
253731	69394	CHIPS WALKING TACO FRITOS	FRITO LAY	CS	60/1.5OZ	18	\$	38.19	\$	38.19	\$	38.32	\$	38.32	7/1/2025	6/30/2026		
100760	95127	WRAPS TURKEY PANCAKE WG IW	FOSTER FARMS	CS	68/2.85OZ	38	\$	47.57	\$	47.57	\$	48.53	\$	48.53	7/1/2025	6/30/2026		
409705	99708	CHICKEN BRST DICED PARM GARLIC	FOSTER FARMS	CS	6/3LB	350	\$	91.84	\$ (32.57)	\$	59.27	\$	96.39	\$ (34.43)	\$	61.96	7/1/2025	6/30/2026
133856	555594/53267	POLLOCK BREADED ALASKA WG	HIGH LINER FOODS	CS	10LB	8	\$	45.65	\$	45.65	\$	46.57	\$	46.57	7/1/2025	6/30/2026		
406359	1089300	POLLOCK RECTANGLES CN WG	HIGH LINER FOODS	CS	4/4.5LB	3	\$	73.24	\$ (26.85)	\$	46.39	\$	74.72	\$ (22.83)	\$	51.89	7/1/2025	6/30/2026
133800	FFC22260WG	BURRITO BEAN CHEESE WG IW	FIESTA SANTA FE	CS	48/5.85OZ	0	\$	62.80	\$	62.80	\$	64.07	\$	64.07	7/1/2025	6/30/2026		
100810	1188	BREAD ULTRA LOCO WG	FATHERS TABLE	CS	12/12CT	0	\$	49.78	\$	49.78	\$	50.79	\$	50.79	7/1/2025	6/30/2026		
134437	1194	TRIPLE BERRY CRUNCH BAR IW	FATHERS TABLE	CS	120/2.25OZ	1	\$	54.29	\$	54.29	\$	55.39	\$	55.39	7/1/2025	6/30/2026		
203000	947130	MILK 1% WHITE	GOSSNER	CS	27/8OZ	1237	\$	13.79	\$	13.79	\$	14.76	\$	14.76	7/1/2025	6/30/2026		
203029	950010	MILK FAT FREE CHOCOLATE	GOSSNER	CS	27/8OZ	277	\$	14.41	\$	14.41	\$	15.39	\$	15.39	7/1/2025	6/30/2026		
140159	80644/565421	BUN CLASSIC HAMBURGER GF IW	UDIS	CS	24/3.2OZ	4	\$	35.60	\$	35.60	\$	36.32	\$	36.32	7/1/2025	6/30/2026		
141002	675215/80901	BREAD SANDWICH WHITE GF	UDIS	CS	6/24OZ	16	\$	62.76	\$	62.76	\$	64.03	\$	64.03	7/1/2025	6/30/2026		
200834	11768	CEREA CORN FLAKES FROSTED WG	GENERAL MILLS	CS	96/1OZ	0	\$	42.10	\$	42.10	\$	44.39	\$	44.39	7/1/2025	6/30/2026		
200838	11815	CEREAL CINN TOAST CRUNCH WG	GENERAL MILLS	CS	96/1OZ	95	\$	42.10	\$	42.10	\$	44.39	\$	44.39	7/1/2025	6/30/2026		
200840	11918	CEREAL HNY NUT CHEERIO BOWL WG	GENERAL MILLS	CS	96/1OZ	117	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
200850	11943	CEREAL GOLDEN GRAHAMS WG	GENERAL MILLS	CS	96/1OZ	0	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
200914	29444	BOWL 25% LSS CINN TST CRNCH WG	GENERAL MILLS	CS	96/1OZ	166	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
203118	31879	BOWL PAK APPLE CINN CHEERIO WG	GENERAL MILLS	CS	96/1OZ	0	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
203119	31888	BWLPK 25% LSS SUG COCOA PFS WG	GENERAL MILLS	CS	96/1.06OZ	441	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
203121	31913	BAR CEREAL GOLDEN GRAHAMS IW	GENERAL MILLS	CS	96/1.42OZ	72	\$	38.99	\$	38.99	\$	41.00	\$	41.00	7/1/2025	6/30/2026		
203123	31915	BAR CEREAL TRIX IW	GENERAL MILLS	CS	96/1.42OZ	90	\$	38.99	\$	38.99	\$	41.00	\$	41.00	7/1/2025	6/30/2026		
203127	31921	CEREAL RICE CHEX BOWLPAK GF	GENERAL MILLS	CS	96/1OZ	51	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
203128	31922	BOWL PAK 25% LSS SUGAR TRIX WG	GENERAL MILLS	CS	96/1OZ	22	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
203133	31937	SIMPLY CHEX STRBRY YGRT MIX WG	GENERAL MILLS	CS	60/1.03OZ	595	\$	30.48	\$	30.48	\$	31.86	\$	31.86	7/1/2025	6/30/2026		
203134	32263	MULTIGRAIN CHEERIOS BOWLPAK GF	GENERAL MILLS	CS	96/1OZ	10	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
203135	45576	BAR CEREAL CINN TOAST CRNCH IW	GENERAL MILLS	CS	96/1.42OZ	251	\$	38.99	\$	38.99	\$	41.00	\$	41.00	7/1/2025	6/30/2026		
203136	45577	BAR CEREAL COCOA PUFFS IW	GENERAL MILLS	CS	96/1.42OZ	86	\$	38.99	\$	38.99	\$	41.00	\$	41.00	7/1/2025	6/30/2026		
203160	32262	BOWLPAK CHEERIOS	GENERAL MILLS	CS	96/1OZ	396	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
203315	48255	CRISPS CHOC CHIP	NATURE VALLEY	CS	120/1.2OZ	76	\$	51.09	\$	51.09	\$	52.96	\$	52.96	7/1/2025	6/30/2026		
203719	38387	CINNAMON CHEX BOWL PAK GF	GENERAL MILLS	CS	96/1OZ	398	\$	35.76	\$	35.76	\$	37.71	\$	37.71	7/1/2025	6/30/2026		
240113	31527	MIX PANCAKE WG	GOLD MEDAL	CS	6/5LB	18	\$	42.43	\$	42.43	\$	43.79	\$	43.79	7/1/2025	6/30/2026		
248631	14883	CEREAL CUP CINNAMON CHEX GF	GENERAL MILLS	CS	60/2OZ	0	\$	48.29	\$	48.29	\$	49.27	\$	49.27	7/1/2025	6/30/2026		
248633	14885	25% LESS SUGAR COCOA PUFFS CUP	GENERAL MILLS	CS	60/2OZ	0	\$	48.29	\$	48.29	\$	49.27	\$	49.27	7/1/2025	6/30/2026		
248634	14886	25% LESS SUGAR CINNAMON TOAST	GENERAL MILLS	CS	60/2OZ	60	\$	46.36	\$	46.36	\$	47.30	\$	47.30	7/1/2025	6/30/2026		
251318	16854	BAR CEREAL CINN TOAST CRUNCH	GENERAL MILLS	CS	48/2.5OZ	0	\$	36.98	\$	36.98	\$	38.99	\$	38.99	7/1/2025	6/30/2026		
253687	743012/18446	BLUEBERRY CHEX BOWL PAK GF	GENERAL MILLS	CS	96/1OZ	33	\$	42.10	\$	42.10	\$	44.39	\$	44.39	7/1/2025	6/30/2026		
403669	7516	BRD CHIC BRST FILLET WG	GOLD KIST	CS	120/4OZ	2151	\$	170.41	\$ (41.89)	\$	128.52	\$	182.05	\$ (43.52)	\$	138.53	7/1/2025	6/30/2026
404647	110458	CHIC BRD DARK MEAT SMACKERS WG	GOLD KIST	CS	30LB	84	\$	96.56	\$ (43.95)	\$	52.61	\$	102.49	\$ (47.59)	\$	54.90	7/1/2025	6/30/2026
201872	7.16037E+11	MUSTARD PACKETS IW	PORTION															

253609	66485	MAYONNAISE SACHET KRAFT	KRAFT HEINZ FOODS CO	CS	200/12.4G	1538	\$	33.33		\$	33.33	\$	34.00	\$	34.00	7/1/2025	6/30/2026	
405304	1.3001E+11	KETCHUP SINGLE SERVE PACKET	KRAFT HEINZ FOODS CO	CS	1000/9GR	63	\$	27.55	\$ (4.09)	\$	23.46	\$	28.11	\$ (3.45)	\$	24.66	7/1/2025	6/30/2026
405440	1.30006E+11	KETCHUP SIMPLY PACKET	KRAFT HEINZ FOODS CO	CS	1000/9GR	29	\$	36.01	\$ (3.95)	\$	32.06	\$	36.74	\$ (3.33)	\$	33.41	7/1/2025	6/30/2026
406160	1.30007E+11	BBQ SAUCE CUPS	KRAFT HEINZ FOODS CO	CS	100/1OZ	33	\$	20.97	\$ (1.13)	\$	19.84	\$	21.40	\$ (0.95)	\$	20.45	7/1/2025	6/30/2026
406612	1.3001E+11	KETCHUP PACKETS	KRAFT HEINZ FOODS CO	CS	1000/7GR	2	\$	24.07	\$ (3.20)	\$	20.87	\$	24.56	\$ (2.70)	\$	21.86	7/1/2025	6/30/2026
409696	1.95824E+11	SAUCE BBQ CUP	BULLS EYE	CS	100/1OZ	0	\$	16.80	\$ (1.48)	\$	15.32	\$	17.14	\$ (1.25)	\$	15.89	7/1/2025	6/30/2026
113284	N32300B-NF	TRIPLE B BURGER NO FOIL-BULK	INTEGRATED	CS	90/3OZ	0	\$	146.74		\$	146.74	\$	138.81		\$	138.81	7/1/2025	6/30/2026
400916	104000	SANDWICH GRILLED CHS WG IW	INTEGRATED	CS	72/3.69OZ	0	\$	73.77	\$ (14.20)	\$	59.57	\$	74.68	\$ (13.44)	\$	61.24	7/1/2025	6/30/2026
400946	C45019	CMDY BEEF & CHSE TACO STICK IW	INTEGRATED	CS	50/4.6OZ	1275	\$	43.44		\$	43.44	\$	43.82		\$	43.82	7/1/2025	6/30/2026
401793	C32300B-NF	CMDY TRIPLE BRGR NO FOILS BLK	INTEGRATED	CS	90/3OZ	0	\$	53.63		\$	53.63	\$	46.82		\$	46.82	7/1/2025	6/30/2026
401819	952000	LOW SODIUM RF CHILI CHS DOG IW	INTEGRATED	CS	72/4.5OZ	21	\$	93.98	\$ (4.73)	\$	89.25	\$	96.00	\$ (4.48)	\$	91.52	7/1/2025	6/30/2026
402076	C47220	CMDY BURGER SLIDERS BF CHS IW	INTEGRATED	CS	75/4.35OZ	1540	\$	73.94		\$	73.94	\$	75.07		\$	75.07	7/1/2025	6/30/2026
403876	809040	THREE CHS CORN ENCHILADA BULK	INTEGRATED	CS	120/2.05OZ	378	\$	74.37	\$ (15.78)	\$	58.59	\$	82.64	\$ (14.94)	\$	67.70	7/1/2025	6/30/2026
404728	C45019-BF	CMDY BEEF & CHSE TACO STICK IW	INTEGRATED	CS	50/4.6OZ	5	\$	52.91		\$	52.91	\$	53.00		\$	53.00	7/1/2025	6/30/2026
405420	C13018	TRKY HAM CH HAWAIN BUN IW	INTEGRATED	CS	100/3.1OZ	0	\$	95.61	\$ (5.26)	\$	90.35	\$	93.10	\$ (4.98)	\$	88.12	7/1/2025	6/30/2026
406519	470220	CHEESEBURGER SLIDERS IW	INTEGRATED	CS	75/4.35OZ	1	\$	114.93	\$ (2.46)	\$	112.47	\$	118.42	\$ (2.33)	\$	116.09	7/1/2025	6/30/2026
406532	134000	GRILLED CHEESE RF/SODIUM WG IW	INTEGRATED	CS	72/4.19OZ	792	\$	82.36	\$ (18.93)	\$	63.43	\$	83.15	\$ (17.92)	\$	65.23	7/1/2025	6/30/2026
113232	40401	BENEFIT BRKFST BAR OAT/CHOC IW	J & J SNACK FOODS	CS	48/2.5OZ	707	\$	22.18		\$	22.18	\$	23.82		\$	23.82	7/1/2025	6/30/2026
113233	40400	BENEFIT BRKFST BAR OAT/RSN IW	J & J SNACK FOODS	CS	48/2.5OZ	0	\$	27.53		\$	27.53	\$	31.21		\$	31.21	7/1/2025	6/30/2026
113235	40402	BENEFIT BRKFST BAR BAN/CHOC IW	J & J SNACK FOODS	CS	48/2.5OZ	3	\$	23.67		\$	23.67	\$	25.42		\$	25.42	7/1/2025	6/30/2026
113342	7061	PRETZEL HOT DOG BUNS	J & J SNACK FOODS	CS	50/3.2OZ	1	\$	35.29		\$	35.29	\$	37.21		\$	37.21	7/1/2025	6/30/2026
134612	40404	BENEFIT BAR FRENCH TOAST	J & J SNACK FOODS	CS	48/2.5OZ	0	\$	22.90		\$	22.90	\$	24.66		\$	24.66	7/1/2025	6/30/2026
139395	40406	BAR BENEFIT COCO CHIP WG	J & J SNACK FOODS	CS	48/2.5OZ	1230	\$	23.11		\$	23.11	\$	24.82		\$	24.82	7/1/2025	6/30/2026
202601	56071	51% HONEY BELLY BEARS WG	J & J SNACK FOODS	CS	200/1OZ	0	\$	52.13		\$	52.13	\$	53.18		\$	53.18	7/1/2025	6/30/2026
202732	56070	BELLY BEARS CHOCOLATE 51% WG	J & J SNACK FOODS	CS	200/1OZ	26	\$	35.25		\$	35.25	\$	40.46		\$	40.46	7/1/2025	6/30/2026
202733	56072	BELLY BEARS CINNAMON 51% WG	J & J SNACK FOODS	CS	200/1OZ	206	\$	30.80		\$	30.80	\$	35.36		\$	35.36	7/1/2025	6/30/2026
203026	39085	CRACKERS JUNGLE 51% WG	J & J SNACK FOODS	CS	200/1OZ	181	\$	30.80		\$	30.80	\$	35.36		\$	35.36	7/1/2025	6/30/2026
138908	73480	SAUCE SWEET CHILI	JTM	CS	6/5LB	0	\$	83.40		\$	83.40	\$	94.39		\$	94.39	7/1/2025	6/30/2026
149835	5250CE	RF BEEF TACO FILLING	JTM	CS	6/5LB	0	\$	130.05		\$	130.05	\$	148.96		\$	148.96	7/1/2025	6/30/2026
401074	CP5590	BEEF SPAGHETTI SAUCE PASTA	JTM	CS	6/5LB	2	\$	106.02	\$ (35.96)	\$	70.06	\$	119.02	\$ (43.58)	\$	75.44	7/1/2025	6/30/2026
401076	CP5591	PASTA ROTINI W/ MEAT SAUCE WG	JTM	CS	6/5LB	0	\$	108.35	\$ (35.87)	\$	72.48	\$	121.62	\$ (43.47)	\$	78.15	7/1/2025	6/30/2026
403691	CP5250	RF BEEF TACO FILLING	JTM	CS	6/5LB	524	\$	120.67	\$ (52.22)	\$	68.45	\$	138.22	\$ (63.30)	\$	74.92	7/1/2025	6/30/2026
403777	5722	SAUCE ALFREDO RF	JTM	CS	6/5LB	110	\$	80.90	\$ (17.06)	\$	63.84	\$	88.94	\$ (16.15)	\$	72.79	7/1/2025	6/30/2026
406490	5773	CAVATAPPI THREE CHEESE WG	JTM	CS	6/5LB	0	\$	86.98	\$ (15.15)	\$	71.83	\$	91.32	\$ (14.34)	\$	76.98	7/1/2025	6/30/2026
410255	5741	SAUCE ALFREDO LVL2	JTM	CS	6/5LB	0	\$	86.11	\$ (17.06)	\$	69.05	\$	93.02	\$ (16.15)	\$	76.87	7/1/2025	6/30/2026
202676	30100-50689	SCOOBY DOO GRAHAM STIX IW	KEEBLER	CS	210/1OZ	142	\$	54.67		\$	54.67	\$	55.77		\$	55.77	7/1/2025	6/30/2026
203137	24100-79263	CRACKER CHEEZ-IT WG IW	KELLOGGS	CS	175.75OZ	486	\$	39.98		\$	39.98	\$	40.79		\$	40.79	7/1/2025	6/30/2026
208213	38000-14540	RICE KRISPIES TREAT MINI WG IW	KELLOGGS	CS	600.42OZ	0	\$	104.43		\$	104.43	\$	106.53		\$	106.53	7/1/2025	6/30/2026
253426	30100-40239	GRAHAMS CHOCOLATE TIGER BITES	KELLOGGS	CS	150/1OZ	507	\$	35.95		\$	35.95	\$		MFG DISC			7/1/2025	6/30/2026
253428	30100-40213	GRAHAMS ORIGINAL TIGER BITES	KELLOGGS	CS	150/1OZ	0	\$	35.36		\$	35.36	\$	36.08		\$	36.08	7/1/2025	6/30/2026
201316	827	DRESSING CREAMY CAESAR	KENS FOODS	CS	4/1GAL	1	\$	75.24		\$	75.24	\$	76.76		\$	76.76	7/1/2025	6/30/2026
201322	870	DRESSING COLESLAW	KENS FOODS	CS	4/1GAL	10	\$	78.37		\$	78.37	\$	80.20		\$	80.20	7/1/2025	6/30/2026
201324	892	MAYONNAISE REDUCED CALORIE	KENS FOODS	CS	4/1GAL	1	\$	51.01		\$	51.01	\$	52.53		\$	52.53	7/1/2025	6/30/2026
209519	SJ0440HF	SAUCE BBQ	SWEET BABY RAY'S	CS	4/1GAL	0	\$	58.86		\$	58.86	\$	60.05		\$	60.05	7/1/2025	6/30/2026
209520	SJ1736HF	SAUCE BUFFALO WING	KENS FOODS	CS	4/1GAL	28	\$	70.27		\$	70.27	\$	71.69		\$	71.69	7/1/2025	6/30/2026
240075	KE0789A5	DRESSING CUPS RANCH	KENS FOODS	CS	100/1.5OZ	0	\$	32.24		\$	32.24	\$	32.89		\$	32.89	7/1/2025	6/30/2026
300052	1152	DRESSING CHIPOTLE RANCH	KENS FOODS	CS	4/1GAL	47	\$	82.24		\$	82.24	\$	83.90		\$	83.90	7/1/2025	6/30/2026
300058	728	DRESSING CAESAR	KENS FOODS	CS	4/1GAL	45	\$	77.90		\$	77.90	\$	79.92		\$	79.92	7/1/2025	6/30/2026
305413	KE0708A1	DRESSING KENS LITE RANCH CUP	KENS FOODS	CS	100/1OZ	0	\$	23.46		\$	23.46	\$	23.94		\$	23.94	7/1/2025	6/30/2026
401140	41698	SHRED MOZZARELLA CHEESE	LAND O LAKES	CS	4/5#PCH	115	\$	68.90	\$ (42.07)	\$	26.83	\$	70.29	\$ (39.83)	\$	30.46	7/1/2025	6/30/2026
401146	41749	SHRED MILD CHEDDAR CHSE	LAND O LAKES	CS	4/5#PCH	398	\$	70.30	\$ (42.07)	\$	28.23	\$	71.72	\$ (39.83)	\$	31.89	7/1/2025	6/30/2026
401154	43284	RF PREPARED MAC & CHSE	LAND O LAKES	CS	6/5# PCH	150	\$	80.35	\$ (13.15)	\$	67.20	\$	86.33	\$ (12.45)	\$	73.88	7/1/2025	6/30/2026
401166	46253	RF 160 SL AMERICAN CHEESE	LAND O LAKES	CS	6/5#-160CT	0	\$	95.19		\$	95.19	\$		MFG DISC			7/1/2025	6/30/2026
401172	59701	CHEESE STRING IW	LAND O LAKES	CS	168/1OZ	457	\$	46.37	\$ (22.09)	\$	24.28	\$	47.31	\$ (20.91)	\$	26.40	7/1/2025	6/30/2026
401174	59703	CHEESE LITE MOZZ STRING IW	LAND O LAKES	CS	168/1OZ	0	\$	47.43	\$ (22.09)	\$	25.34	\$	48.39	\$ (20.91)	\$	27.48	7/1/2025	6/30/2026
401923	43277	MAC & CHEESE W/ RF WG	LAND O LAKES	CS	6/5LB	0	\$	81.49	\$ (13.15)	\$	68.34	\$	87.57	\$ (12.45)	\$	75.12	7/1/2025	6/30/2026
402004	44238	CHEESE PEPPER JACK SLICES	LAND O LAKES	CS	8/1.5LB	25	\$	56.75	\$ (25.24)	\$	31.51	\$	57.90	\$ (23.90)	\$	34.00	7/1/2025	6/30/2026
410081	39946	CHEESE JALAPENO SAUCE POUCH	LAND O LAKES	CS	6/106OZ	0	\$	83.70	\$ (28.40)	\$	55.30	\$	85.39	\$ (26.89)	\$	58.50	7/1/2025	6/30/2026
410082	39947	CHEESE SAUCE POUCH WHITE	LAND O LAKES	CS	6/106OZ	33	\$	94.04	\$ (30.67)	\$	63.37	\$	95.94	\$ (29.04)	\$	66.90	7/1/2025	6/30/2026
410410	46016	CHEESE AMERICAN YELLOW 160 SL	LAND O LAKES	CS	4/5LB	599	\$	63.28	\$ (27.35)	\$	35.93	\$	64.56	\$ (25.89)	\$	38.67	7/1/2025	6/30/2026
410412	46030	CHEESE AMER YELLOW RF 160 SL	LAND O LAKES	CS	4/5LB	83	\$	59.27	\$ (16.41)	\$	42.86	\$	75.63	\$ (15.53)	\$	60.10	7/1/2025	6/30/2026
201390	25	SAUCE OLD WEST BBQ	THE LANGLOIS COMPANY	CS	4/1GAL	0	\$	35.55		\$	35.55	\$	36.27		\$	36.27	7/1/2025	6/30/2026
201392	180	SYRUP IMITATION MAPLE	THE LANGLOIS COMPANY	CS	4/1GAL	0	\$	31.67		\$	31.67	\$	32.31					

401230	MCF03762	FRIES BAKABLE 3/8" XL	MCCAIN FOODS INC	CS	6/5LB	7	\$	43.80	\$ (8.56)	\$	35.24	\$	44.69	\$ (9.32)	\$	35.37	7/1/2025	6/30/2026
401232	MCF03786	FRIES SHOESTRING 1/4"	MCCAIN FOODS INC	CS	6/5LB	45	\$	51.10	\$ (8.56)	\$	42.54	\$	52.13	\$ (9.32)	\$	42.81	7/1/2025	6/30/2026
401256	MCF04566	FRIES SWT POTATO CRINKLE 7/16"	MCCAIN FOODS INC	CS	6/2.5LB	10	\$	39.12	\$ (5.80)	\$	33.32	\$	39.91	\$ (5.52)	\$	34.39	7/1/2025	6/30/2026
401264	OIF00024A	FRIES WEDGE CUT SKIN ON	MCCAIN FOODS INC	CS	6/5LB	0	\$	45.83	\$ (8.56)	\$	37.27	\$	46.77	\$ (9.32)	\$	37.45	7/1/2025	6/30/2026
401942	MCX03621	FRIES SSND REGULAR CUT 3/8" XL	MCCAIN FOODS INC	CS	6/5LB	0	\$	43.89	\$ (8.56)	\$	35.33	\$	44.78	\$ (9.32)	\$	35.46	7/1/2025	6/30/2026
403280	OIF03613	MASHMAKERS HOMESTYLE SEASONED	MCCAIN FOODS INC	CS	6/4LB	0	\$	42.70	\$ (6.85)	\$	35.85	\$	44.69	\$ (7.45)	\$	37.24	7/1/2025	6/30/2026
403283	MCX04717	FRIES SEASONED THICK 1/2" XL	MCCAIN FOODS INC	CS	6/5LB	12	\$	54.25	\$ (8.56)	\$	45.69	\$	55.35	\$ (9.32)	\$	46.03	7/1/2025	6/30/2026
403701	1000000496	FRIES WEDGE SEASONED 8 CUT	MCCAIN FOODS INC	CS	6/5LB	20	\$	53.65	\$ (8.56)	\$	45.09	\$	54.73	\$ (9.32)	\$	45.41	7/1/2025	6/30/2026
405282	1000002789	POTATO TATER TOTS RS	MCCAIN FOODS INC	CS	6/5LB	1	\$	57.82	\$ (8.56)	\$	49.26	\$	58.99	\$ (9.32)	\$	49.67	7/1/2025	6/30/2026
406308	1000006188	POTATO HASHBROWN ROUNDS	MCCAIN FOODS INC	CS	6/5LB	0	\$	63.27	\$ (8.56)	\$	54.71	\$	64.55	\$ (9.32)	\$	55.23	7/1/2025	6/30/2026
406502	1000007470	FRIES CRINKLE CRISPY BAKEABLE	MCCAIN FOODS INC	CS	6/5LB	118	\$	57.11	\$ (8.56)	\$	48.55	\$	58.26	\$ (9.32)	\$	48.94	7/1/2025	6/30/2026
403406	97576	BURR BEAN CHEESE LS WG IW	MCI FOODS/LOS CABOS	CS	96/5.20OZ	391	\$	89.98	\$ (6.44)	\$	83.54	\$	95.62	\$ (6.09)	\$	89.53	7/1/2025	6/30/2026
405275	98336	BURRITO EGG CHEESE BACON	MCI FOODS/LOS CABOS	CS	120/3.4OZ	29	\$	122.73	\$ (7.51)	\$	115.22	\$	128.39	\$ (7.11)	\$	121.28	7/1/2025	6/30/2026
406358	71683	BN CHS CHILE RELLOFOIL WG IW	MCI FOODS/LOS CABOS	CS	36/7.66OZ	374	\$	77.89	\$ (4.73)	\$	73.16	\$	80.70	\$ (4.48)	\$	76.22	7/1/2025	6/30/2026
406386	71686	BUR BF CH CHILI CO FOIL WG IW	MCI FOODS/LOS CABOS	CS	36/6.45OZ	318	\$	85.14	\$ (4.73)	\$	80.41	\$	88.60	\$ (4.48)	\$	84.12	7/1/2025	6/30/2026
409905	71883	BURRITO BEAN CHEESE RICE IW	MCI FOODS/LOS CABOS	CS	64/6.55OZ	3	\$	74.66	\$ (3.58)	\$	71.08	\$	77.98	\$ (3.39)	\$	74.59	7/1/2025	6/30/2026
410178	71694	BURRITO POLLO VERDE FOIL VW IW	MCI FOODS/LOS CABOS	CS	36/6.3OZ	195	\$	77.78	\$ (3.58)	\$	74.22	\$	81.47	\$ (3.37)	\$	78.10	7/1/2025	6/30/2026
305723	10400	TORTILLA 6"WHITE FLOUR PRESSED	MISSION FOODS	CS	24/12CT	0	\$	43.09	\$	\$	43.09	\$	43.96	\$	\$	43.96	7/1/2025	6/30/2026
403931	75012	TST FRENCH CINN GLZD STX WG CF	MICHAEL FOODS	CS	85/2.9OZ	0	\$	54.45	\$ (3.47)	\$	50.98	\$	58.13	\$ (4.09)	\$	54.04	7/1/2025	6/30/2026
406921	14616-70202-00	PATTY EGG ROUND *3 CF	MICHAEL FOODS	CS	120/1.5OZ	258	\$	39.75	\$ (5.34)	\$	34.41	\$	40.76	\$ (3.14)	\$	37.62	7/1/2025	6/30/2026
201524	514150	BITES VANILLA ALL SPORT WG IW	MJM MARKETING	CS	150/1OZ	15	\$	38.50	\$	\$	38.50	\$	39.28	\$	\$	39.28	7/1/2025	6/30/2026
201526	524150	BITES VANILLA DINO WG IW	MJM MARKETING	CS	150/1OZ	56	\$	38.50	\$	\$	38.50	\$	39.28	\$	\$	39.28	7/1/2025	6/30/2026
203017	402001	GRAHAMS CHOCOLATE BEAR WG IW	MJM MARKETING	CS	300/1OZ	4	\$	58.85	\$	\$	58.85	\$	60.04	\$	\$	60.04	7/1/2025	6/30/2026
203018	403001	GRAHAMS APPLE CINN BEAR WG IW	MJM MARKETING	CS	300/1OZ	25	\$	58.85	\$	\$	58.85	\$	60.04	\$	\$	60.04	7/1/2025	6/30/2026
203019	404001	GRAHAMS VANILLA BEAR WG IW	MJM MARKETING	CS	300/1OZ	65	\$	59.83	\$	\$	59.83	\$	61.04	\$	\$	61.04	7/1/2025	6/30/2026
203141	308151	GRAHAMS CINNAMON WG IW	MJM MARKETING	CS	150/3PK	0	\$	31.49	\$	\$	31.49	\$	32.13	\$	\$	32.13	7/1/2025	6/30/2026
208146	300151	GRAHAMS W FIBRY HONEY WG IW	MJM MARKETING	CS	150/3PK	44	\$	59.80	\$	\$	59.80	\$	61.01	\$	\$	61.01	7/1/2025	6/30/2026
208548	801155	CRACKR BITE SAVORY WHEAT WG IW	MJM MARKETING	CS	155/1OZ	0	\$	36.65	\$	\$	36.65	\$	37.39	\$	\$	37.39	7/1/2025	6/30/2026
201564	7485	CINNAMON GRANOLA PACK BULK WG	MALT O MEAL	CS	4/50OZ	225	\$	49.51	\$	\$	49.51	\$	50.51	\$	\$	50.51	7/1/2025	6/30/2026
139005	4130831065	PASTA PENNE RIGATI HC WW WG	MARZETTI COMPANY	CS	20LB	4	\$	41.70	\$	\$	41.70	\$	42.54	\$	\$	42.54	7/1/2025	6/30/2026
201618	84258	DRESSING BALSAMIC IW	MARZETTI COMPANY	CS	60/1.5OZ	0	\$	19.12	\$	\$	19.12	\$	19.51	\$	\$	19.51	7/1/2025	6/30/2026
203044	83984	DRESSING RANCH CUPS	MARZETTI COMPANY	CS	120/1OZ	0	\$	23.74	\$	\$	23.74	\$	24.22	\$	\$	24.22	7/1/2025	6/30/2026
208318	85360	CROUTONS WG	MARZETTI COMPANY	BG	2.5LB	0	\$	11.73	\$	\$	11.73	\$	11.97	\$	\$	11.97	7/1/2025	6/30/2026
101464	8708	REGULAR CUT GREEN BEANS	CHOICE	CS	1/20LB	0	\$	30.92	\$	\$	30.92	\$	31.55	\$	\$	31.55	7/1/2025	6/30/2026
101468	6006	SMOOTH SLICED CARROTS	CHOICE	CS	1/20LB	30	\$	23.28	\$	\$	23.28	\$	23.75	\$	\$	23.75	7/1/2025	6/30/2026
101472	10912	VEGETABLES MIXED	WORLDS FINEST	CS	1/20LB	230	\$	31.49	\$	\$	31.49	\$	32.13	\$	\$	32.13	7/1/2025	6/30/2026
101474	12312	PEAS GREEN	WORLDS FINEST	CS	1/20LB	0	\$	32.87	\$	\$	32.87	\$	33.54	\$	\$	33.54	7/1/2025	6/30/2026
101482	13112	PEAS & CARROTS	READY FIX	CS	1/20LB	0	\$	39.21	\$	\$	39.21	\$	40.00	\$	\$	40.00	7/1/2025	6/30/2026
140101	7931	WHOLE KERNEL CORN	CH BELT	CS	30LB	119	\$	40.59	\$	\$	40.59	\$	41.41	\$	\$	41.41	7/1/2025	6/30/2026
149586	5150089978/750054	EGG TKY SAUS AND CHED BITE	SMUCKERS	CS	60/2.1OZ	0	\$	56.72	\$	\$	56.72	\$	MFG DISC	\$	MFG DISC	7/1/2025	6/30/2026	
404034	5150021027	SND UNCRUSTABLE PB GRAPE WG IW	SMUCKERS	CS	72/5.3OZ	495	\$	108.90	\$ (5.26)	\$	103.64	\$	113.87	\$ (5.74)	\$	108.13	7/1/2025	6/30/2026
404035	5150021028	SND UNCRUSTABLE PB STRAW WG IW	SMUCKERS	CS	72/5.3OZ	394	\$	114.19	\$ (5.26)	\$	108.93	\$	119.40	\$ (5.74)	\$	113.66	7/1/2025	6/30/2026
404614	5150006960	SND UNCRUSTABLE PB GRAPE WG IW	SMUCKERS	CS	72/2.6OZ	0	\$	56.87	\$ (2.63)	\$	54.24	\$	58.02	\$ (2.87)	\$	55.15	7/1/2025	6/30/2026
113756	2000	LOAF PINEAPPLE IW	LUPITAS	CS	96/2.25OZ	0	\$	60.04	\$	\$	60.04	\$	64.92	\$	\$	64.92	7/1/2025	6/30/2026
133841	1450	CONCHA VARIETY PACK WG IW	LUPITAS	CS	84/2.25OZ	1109	\$	52.68	\$	\$	52.68	\$	55.89	\$	\$	55.89	7/1/2025	6/30/2026
133842	1451	CONCHA WHITE WG IW	LUPITAS	CS	84/2.25OZ	2	\$	53.82	\$	\$	53.82	\$	57.09	\$	\$	57.09	7/1/2025	6/30/2026
133843	1452	CONCHA PINK WG IW	LUPITAS	CS	84/2.25OZ	943	\$	52.68	\$	\$	52.68	\$	55.89	\$	\$	55.89	7/1/2025	6/30/2026
154194	70880	EMPANADA APPLE WG IW	J. LORD BAKERY	CS	100/3OZ	0	\$	69.99	\$	\$	69.99	\$	73.95	\$	\$	73.95	7/1/2025	6/30/2026
202689	113	PEACHES IN JUICE DICED	SUNSOURCE MERIT	CS	6#10	5	\$	60.83	\$	\$	60.83	\$	62.06	\$	\$	62.06	7/1/2025	6/30/2026
202702	10018687001200/15834	PEARS IN JUICE DICED	SUNSOURCE MERIT	CS	6#10	1	\$	64.59	\$	\$	64.59	\$	65.89	\$	\$	65.89	7/1/2025	6/30/2026
202703	15302	FRUIT COCKTAIL IN JUICE	MISSION PRIDE	CS	6#10	3	\$	64.72	\$	\$	64.72	\$	66.03	\$	\$	66.03	7/1/2025	6/30/2026
101592	94562-06226	DOUGH CINNAMON ROLLS TWIRL	PILLSBURY	CS	100/5OZ	0	\$	75.00	\$	\$	75.00	\$	77.86	\$	\$	77.86	7/1/2025	6/30/2026
101610	132102	CRIOSSANT BAKED SLICED	PILLSBURY	CS	64/2OZ	446	\$	38.43	\$	\$	38.43	\$	40.29	\$	\$	40.29	7/1/2025	6/30/2026
133606	37309	TOAST FRENCH MINI CINN RUSH IW	PILLSBURY	CS	72/2.64OZ	64	\$	44.37	\$	\$	44.37	\$	46.27	\$	\$	46.27	7/1/2025	6/30/2026
134267	32264	WAFFLE MINI BLUEBERRY BASH IW	PILLSBURY	CS	72/2.47OZ	49	\$	40.57	\$	\$	40.57	\$	42.31	\$	\$	42.31	7/1/2025	6/30/2026
134268	32265	WAFFLE MINI MAPLE MADNESS IW	PILLSBURY	CS	72/2.47OZ	0	\$	44.50	\$	\$	44.50	\$	46.41	\$	\$	46.41	7/1/2025	6/30/2026
134269	32271	BISCUIT RICH EZ SPLT BAKED WG	PILLSBURY	CS	120/2OZ	2	\$	43.14	\$	\$	43.14	\$	44.01	\$	\$	44.01	7/1/2025	6/30/2026
141214	100-94562-11111-0	DOUGH CINNAMON ROLL BULK WG	PILLSBURY	CS	100/2.7OZ	510	\$	37.53	\$	\$	37.53	\$	38.82	\$	\$	38.82	7/1/2025	6/30/2026
101680	10000013816	GRLD BF RIB W/ HNY BBQ SAUCE	ADVANCE PIERRE	CS	100/3.25OZ	15	\$	125.80	\$	\$	125.80	\$	128.33	\$	\$	128.33	7/1/2025	6/30/2026
138029	10000015030	BEEF PUB STEAK BURGER FC	ADVANCE PIERRE	CS	53/3OZ	777	\$	71.88	\$	\$	71.88	\$	73.33	\$	\$	73.33	7/1/2025	6/30/2026
141095	10000097870	FC SLICED BEEF	ADVANCE PIERRE	CS	192/2.5OZ	4	\$	211.18	\$	\$	211.18	\$	MFG DISC	\$	MFG DISC	7/1/2025	6/30/2026	
400048	10000015230	BURGER STEAK PUB	ADVANCE PIERRE	CS	160/3OZ	0	\$	198.87	\$ (130.54)	\$	68.33	\$	236.63	\$ (158.22)	\$	78.41	7/1/2025	6/30/2026
400051	10000073050	MEATBALLS BEEF CHARBROILED	ADVANCE PIERRE	CS	5/6LB	0	\$	183.57	\$ (99.90)	\$	83.67	\$	217.31	\$ (121.08)	\$	96.23	7/1/2025	6/30/2026
400054	10000015932	BURGER STEAK FC RF	ADVANCE PIERRE	CS	160/3OZ	0	\$	199.62	\$ (128.32)	\$	71.30	\$	235.45	\$ (155.52)	\$	79.93	7/1/2025	6/30/2026
401372	10000013716	RIBBQ BEEF HONEY BBQ GRDL	ADVANCE PIERRE	CS	100/3.25OZ	82	\$	82.11	\$ (28.42)	\$	53.69	\$	93.99	\$ (34.44)	\$	59.55	7/1/2025	6/30/2026
401410	10000096170	STEAK BEEF FLAMEBROILED C&F	ADVANCE PIERRE	CS	100/3OZ	3400	\$	132.03	\$ (64.93)	\$	67.10	\$	152.95	\$ (78.70)	\$	74.25	7/1/2025	6/30/2026
401418	10000097370	BEEF CRUMBLE	ADVANCE PIERRE	CS	8/5LB	0	\$	189.32	\$ (100.27)	\$	89.05	\$	223.50	\$ (121.53)	\$	101.97	7/1/2025	6/30/2026
405476	10000015327	BURGER STEAK FLMBRLD BF	ADVANCE PIERRE	CS	175/2.7OZ	0	\$	196.01	\$ (123.93)	\$	72.08	\$	230.78	\$ (150.20)	\$	80.58	7/1/2025	6/30/2026
406438	10000097868	BEEF SLICED FC	ADVANCE PIERRE	CS	30LB	91	\$	284.97	\$ (126.16)	\$	158.81	\$	MFG DISC	\$	MFG DISC	7/1/2025	6/30/2026	
410102	10000055325	CHSBURG MINI T																

202064	CHILR6I	CRUSHED RED PEPPER FLAKES	PACIFIC SPICE	EA	3.5LB	4	\$	24.92		\$	24.92		\$	25.81		\$	25.81	7/1/2025	6/30/2026
202070	ORMG12I	GROUND OREGANO	PACIFIC SPICE	EA	12OZ	0	\$	12.54		\$	12.54		\$	13.01		\$	13.01	7/1/2025	6/30/2026
202072	PAPC12I	DOMESTIC PAPRIKA	PACIFIC SPICE	EA	1LB	14	\$	11.28		\$	11.28		\$	11.51		\$	11.51	7/1/2025	6/30/2026
202074	ORMEDI6I	OREGANO FLAKES	PACIFIC SPICE	EA	24OZ	2	\$	16.86		\$	16.86		\$	17.61		\$	17.61	7/1/2025	6/30/2026
200560	118160	GRANULATED SALT	PACKER LABEL	SK	25LB	0	\$	16.83		\$	16.83		\$	17.50		\$	17.50	7/1/2025	6/30/2026
403892	90501	PIZZA WEDGE CHEESE WG IW	WILD MIKE'S	CS	90/5.49OZ	189	\$	116.56	(\$ 22.95)	\$	93.61		\$	118.91	(\$ 21.10)	\$	97.81	7/1/2025	6/30/2026
403894	20310	PIZZA 16" 8-CUT PEPPERONI WG	WILD MIKE'S	CS	72/5.50Z	0	\$	97.16	(\$ 15.97)	\$	81.19		\$	99.12	(\$ 14.68)	\$	84.44	7/1/2025	6/30/2026
403911	20311	PIZZA 16" 8-CUT CHEESE WG	WILD MIKE'S	CS	72/5.49OZ	0	\$	92.52	(\$ 18.36)	\$	74.16		\$	94.38	(\$ 16.88)	\$	77.50	7/1/2025	6/30/2026
403916	90500	PIZZA 51% WEDGE PEPP WG IW	WILD MIKE'S	CS	90/5.50OZ	7	\$	121.03	(\$ 19.96)	\$	101.07		\$	123.47	(\$ 18.35)	\$	105.12	7/1/2025	6/30/2026
202122	43285	QUICK OATS TUBES	QUAKER	CS	12/42OZ	0	\$	63.18		\$	63.18		\$	64.45		\$	64.45	7/1/2025	6/30/2026
202174	RPKBQ99	TOMATOES DICED IN JUICE	RED GOLD	CS	6#10	0	\$	37.20		\$	37.20		\$	38.19		\$	38.19	7/1/2025	6/30/2026
208244	REDBQ99	TOMATOES DICED NSA	RED GOLD	CS	6#10	0	\$	36.84		\$	36.84		\$	38.77		\$	38.77	7/1/2025	6/30/2026
401440	REDSQ99	SALSA MILD CHUNKY	RED GOLD	CS	6#10	4	\$	49.97	(\$ 5.59)	\$	44.38		\$	51.42	(\$ 4.71)	\$	46.71	7/1/2025	6/30/2026
401444	REDY59G	KETCHUP PACKETS	RED GOLD	CS	1000/9GR	13	\$	29.25	(\$ 3.99)	\$	25.26		\$	29.84	(\$ 3.47)	\$	26.37	7/1/2025	6/30/2026
401446	RPKDX99	TOMATOES CONCENTRATED CRUSHED	RED GOLD	CS	6#10	0	\$	46.04	(\$ 16.50)	\$	28.63		\$	46.04	(\$ 13.91)	\$	32.13	7/1/2025	6/30/2026
401456	RPKNA99	MARINARA SAUCE	RED GOLD	CS	6#10	4	\$	49.93	(\$ 7.13)	\$	42.80		\$	51.37	(\$ 6.01)	\$	45.36	7/1/2025	6/30/2026
401764	REDNA1Z	MARINARA DUNK CUPS	RED GOLD	CS	250/10Z	6	\$	40.27	(\$ 3.77)	\$	36.50		\$	43.03	(\$ 3.18)	\$	39.85	7/1/2025	6/30/2026
402085	REDYL9G	KETCHUP TOMATO W/SUGAR LS	RED GOLD	CS	1000/9GR	1751	\$	31.89	(\$ 4.56)	\$	27.33		\$	33.06	(\$ 3.72)	\$	29.34	7/1/2025	6/30/2026
405469	REDOA1Z	BBQ SAUCE DUNK CUPS	RED GOLD	CS	250/10Z	206	\$	44.12	(\$ 1.94)	\$	42.18		\$	45.57	(\$ 1.64)	\$	43.93	7/1/2025	6/30/2026
405858	REDNA2ZC168	MARINARA SAUCE CUPS	RED GOLD	CS	168/2.5OZ	645	\$	72.42	(\$ 6.95)	\$	65.47		\$	74.65	(\$ 5.85)	\$	68.80	7/1/2025	6/30/2026
133677	9977	CHOCOLATE HEAT N ICE	RICHS	CS	1/12LB	71	\$	34.99		\$	34.99		\$	35.70		\$	35.70	7/1/2025	6/30/2026
133740	9976	ICING VANILLA HEAT N ICE	RICHS	CS	12LB	309	\$	32.22		\$	32.22		\$	32.87		\$	32.87	7/1/2025	6/30/2026
13862	13862	OATMEAL CHOC CHIPS UBR WG IW	RICHS	CS	126/2.2OZ	367	\$	68.78	(\$ 1.55)	\$	67.23		\$	70.17	(\$ 1.28)	\$	68.89	7/1/2025	6/30/2026
406523	14010	BREAD FLAT FIRED 6X6 WG	RICHS	CS	192/2OZ	59	\$	54.90	(\$ 5.36)	\$	49.54		\$	56.01	(\$ 4.43)	\$	51.58	7/1/2025	6/30/2026
406535	14839	DONUT RING WG	RICHS	CS	84/2.45OZ	266	\$	47.93	(\$ 1.99)	\$	45.94		\$	48.90	(\$ 1.65)	\$	47.25	7/1/2025	6/30/2026
406928	8344	DOUGH CINNAMON ROLL	RICHS	CS	84/4OZ	0	\$	49.03	(\$ 3.13)	\$	45.90		\$	50.02	(\$ 2.59)	\$	47.43	7/1/2025	6/30/2026
102813	2009	SIDEKICK BLUE RASBERRY LEMON	COUNTRY PURE FOODS	CS	84/4.4OZ	2	\$	38.33		\$	38.33		\$	39.11		\$	39.11	7/1/2025	6/30/2026
113293	2014	SIDEKICK KIWI STRAWBERRY	COUNTRY PURE FOODS	CS	84/4.4OZ	0	\$	38.33		\$	38.33		\$	39.11		\$	39.11	7/1/2025	6/30/2026
134074	2015	SIDEKICK STRAWBERRY MANGO	COUNTRY PURE FOODS	CS	84/4.4OZ	205	\$	38.33		\$	38.33		\$	39.11		\$	39.11	7/1/2025	6/30/2026
134573	2016	SIDEKICK SOUR CHERRY LEMON ICE	COUNTRY PURE FOODS	CS	84/4.4OZ	10	\$	38.43		\$	38.43		\$	39.21		\$	39.21	7/1/2025	6/30/2026
140453	2021	SIDEKICK VEGGIE CHERRY	COUNTRY PURE FOODS	CS	84/4.4OZ	10	\$	40.43		\$	40.43		\$	41.25		\$	41.25	7/1/2025	6/30/2026
101934	R2PX25QCO/575032	RICE BROWN PARBOILED WG	PRODUCERS RICE	SK	25LB	67	\$	26.18		\$	26.18		\$	26.71		\$	26.71	7/1/2025	6/30/2026
101936	R1YP25920	RICE PARBOILED LONG GRAIN BULK	PRODUCERS RICE	SK	25LB	8	\$	20.94		\$	20.94		\$	21.37		\$	21.37	7/1/2025	6/30/2026
209763	206142UG	TORTILLAS 6" ULTRA GRAIN WG	ROMEROS	CS	12/2DZ	0	\$	31.58		\$	31.58		\$	32.22		\$	32.22	7/1/2025	6/30/2026
253423	560231	CHIPS TORTILLA ROUND	ROMEROS	CS	60/2OZ	323	\$	24.08		\$	24.08		\$	24.57		\$	24.57	7/1/2025	6/30/2026
303505	145060	TORTILLAS 4.5" CORN WHITE WG	ROMEROS	CS	6/5DZ	95	\$	12.74		\$	12.74		\$	13.00		\$	13.00	7/1/2025	6/30/2026
305426	206022UG	TORTILLAS 6" ULTRA GRAIN 2CT	ROMEROS	CS	144/2CT	0	\$	55.79		\$	55.79		\$	56.92		\$	56.92	7/1/2025	6/30/2026
401528	W31100	QUESADILLA CHS WG IW	ROSE & SHORE	CS	48/4.3OZ	17	\$	59.29	(\$ 12.62)	\$	46.67		\$	62.50	(\$ 11.95)	\$	50.55	7/1/2025	6/30/2026
401532	780	TURKEY ROAST DICED W/ GRAVY	ROSE & SHORE	CS	4/5LB	143	\$	113.76	(\$ 58.41)	\$	55.35		\$	116.05	(\$ 49.30)	\$	66.75	7/1/2025	6/30/2026
402111	790	PORK SHREDDED CARNITAS	ROSE & SHORE	CS	4/10LB	161	\$	198.24	(\$ 85.67)	\$	112.57		\$	207.43	(\$ 86.15)	\$	121.28	7/1/2025	6/30/2026
403466	782	TURKEY COOKED W/CREAMY GRAVY	ROSE & SHORE	CS	4/5LB	100	\$	110.23	(\$ 58.41)	\$	51.82		\$	112.45	(\$ 49.30)	\$	63.15	7/1/2025	6/30/2026
406703	850	MAC & CHEESE RED-FAT	ROSE & SHORE	CS	6/5LB	539	\$	77.67	(\$ 15.77)	\$	61.90		\$	82.60	(\$ 14.93)	\$	67.67	7/1/2025	6/30/2026
134447	69074	100% VEG FRIED RICE WG	MINH	CS	6/5LBBAG	0	\$	67.74		\$	67.74		\$	70.61		\$	70.61	7/1/2025	6/30/2026
141458	60585	DUMPLING CHIC & VEGGIE WW	SCHWANS FOOD SERVICE INC	CS	8/2.5LB	1	\$	75.87		\$	75.87		\$	77.40		\$	77.40	7/1/2025	6/30/2026
143962	59372	RICE FRIED VEGETABLE	MINH	CS	4/3LB	1	\$	45.96		\$	45.96		\$	46.89		\$	46.89	7/1/2025	6/30/2026
403232	78366	51% 4"RND PZA GALAXY CHS WG IW	TONY'S	CS	72/4.56OZ	607	\$	74.17	(\$ 16.97)	\$	57.20		\$	75.67	(\$ 15.42)	\$	60.25	7/1/2025	6/30/2026
403233	78367	51% 4"RND PZA GALAXY PEP WG IW	TONY'S	CS	72/4.56OZ	414	\$	72.44	(\$ 15.62)	\$	56.82		\$	73.90	(\$ 14.19)	\$	59.71	7/1/2025	6/30/2026
405934	68592	PRIMO 16" WG PAR-B TRKY PEP PZA	BIG DADDY'S	CS	72/5.13OZ	0	\$	81.45	(\$ 17.69)	\$	63.76		\$	83.09	(\$ 16.07)	\$	67.02	7/1/2025	6/30/2026
406009	68591	PRIMO 16" WG PAR-BKD 4 CHS PZA	BIG DADDY'S	CS	72/5.13OZ	0	\$	80.08	(\$ 21.24)	\$	58.84		\$	81.69	(\$ 19.33)	\$	62.36	7/1/2025	6/30/2026
406444	68582	PRIMO WG 16" PAR BKD SL PEP	BIG DADDY'S	CS	72/145G	0	\$	99.29	(\$ 17.69)	\$	81.60		\$	101.29	(\$ 16.07)	\$	85.22	7/1/2025	6/30/2026
409851	55291	SANDW FIESTADA BF STUFFED IW	BIG DADDY'S	CS	48/4.46OZ	854	\$	51.51	(\$ 9.42)	\$	42.09		\$	52.55	(\$ 8.56)	\$	43.99	7/1/2025	6/30/2026
102184	SB-1355	ROLL DINNER WHOLE WHEAT IW	SHANNONS	CS	120/1OZ	1058	\$	40.15		\$	40.15		\$	42.95		\$	42.95	7/1/2025	6/30/2026
102204	SB-800	4.5" MINI HOAGIE ROLL SLIC WW	SHANNONS	CS	144/1.8OZ	1	\$	47.21		\$	47.21		\$	50.51		\$	50.51	7/1/2025	6/30/2026
133926	SB-770	HONEY BREAD STICK WW	SHANNONS	CS	120/1.7OZ	25	\$	42.82		\$	42.82		\$	45.81		\$	45.81	7/1/2025	6/30/2026
133927	SB-822	6" HOAGIE ROLL WW	SHANNONS	CS	108/2.5OZ	34	\$	46.85		\$	46.85		\$	50.12		\$	50.12	7/1/2025	6/30/2026
133929	SB-210	ROLL DINNER ALOHA WG	SHANNONS	CS	192/1OZ	145	\$	48.74		\$	48.74		\$	52.15		\$	52.15	7/1/2025	6/30/2026
140273	SB-2000	ROLLS DINNER WW IW	SHANNONS	CS	120/2OZ	6	\$	50.67		\$	50.67		\$	54.22		\$	54.22	7/1/2025	6/30/2026
102244	WWB5160	BUN 51% WW BREAKFAST IW	SKY BLUE FOODS	CS	60/2.6OZ	0	\$	38.64		\$	38.64		\$	39.42		\$	39.42	7/1/2025	6/30/2026
140967	WGBC272	BREAKFAST CLUSTER MINI WG	SKY BLUE FOODS	CS	72/2.75OZ	0	\$	47.66		\$	47.66		\$	48.62		\$	48.62	7/1/2025	6/30/2026
141009	CBLD248	MUFFIN CORN BREAD WG IW	SKY BLUE FOODS	CS	48/2.5OZ	0	\$	23.03		\$	23.03		\$	23.50		\$	23.50	7/1/2025	6/30/2026
406340	40928	EGG STRAVAGANZA BACON & CHS	SUNNY FRESH	CS	4/5LB	150	\$	96.03	(\$ 10.73)	\$	85.30		\$	101.21	(\$ 12.61)	\$	88.60	7/1/2025	6/30/2026
409758	41710	PATTY EGG GRILLED CAGE FREE	SUNNY FRESH	CS	369/1.25OZ	5	\$	94.86	(\$ 15.14)	\$	79.72		\$	103.39	(\$ 17.77)	\$	85.62	7/1/2025	6/30/2026
409765	41927	EGG SCRAMBL PRE CKD CAGE FREE	SUNNY FRESH	CS	4/5LB	203	\$	87.86	(\$ 12.95)	\$	74.91		\$	96.29	(\$ 15.20)	\$	81.09	7/1/2025	6/30/2026
134729	19000	DONUT SUPER PLUS WG	SUPER BAKERY	CS	80/3OZ	0	\$	48.19		\$	48.19		\$	52.25		\$	52.25	7/1/2025	6/30/2026
139661	7787	DONUT MINI POWDERED IW WG	SUPER BAKERY	CS	72/3.3OZ	531	\$	73.79		\$	73.79		\$	77.13		\$	77.13	7/1/2025	6/30/2026
139662	7786	DONUT CHOC ENROBED MINI WG IW	SUPER BAKERY	CS	72/3.3OZ	511	\$	82.26		\$	82.26		\$	85.36		\$	85.36	7/1/2025	6/30/2026
149384	7501	BREAD BANANA SLICE	SUPER BAKERY	CS	75/3.4OZ	587	\$	57.36		\$	57.36		\$	59.81		\$	59.81	7/1/2025	6/30/2026
149385	7503	BREAD BLUEBERRY SLICE	SUPER BAKERY	CS	75/3.4OZ	0	\$	56.82		\$	56.82		\$	61.36		\$	61.36	7/1/2025	6/30/2026
149389	7505/751579	BREAD PUMPKIN ULTRA SLICE	SUPER BAKERY	CS	75/3.4OZ	196	\$	58.57		\$	58.57		\$	60.96		\$	60.96	7/1/2025	

404680	10703140928	HOT SPICY BRD CHIC PATTY FC WG	TYSON	CS	173/3OZ	0	\$	94.60	\$ (24.15)	\$	70.45	\$	97.33	\$ (25.53)	\$	71.80	7/1/2025	6/30/2026
404681	10055670928	HOT SPICY BRD PATTY CHX FC WG	TYSON	CS	148/3.26OZ	450	\$	115.50	\$ (37.77)	\$	77.73	\$	120.57	\$ (39.92)	\$	80.65	7/1/2025	6/30/2026
404683	10038590928	KRISPY KRUNCH TENDERS WG	TYSON	CS	31.86LB	0	\$	94.98	\$ (27.72)	\$	67.26	\$	98.79	\$ (29.30)	\$	69.49	7/1/2025	6/30/2026
404684	10703320928	CHK TENDER CRISPY	TYSON	CS	240/2.7OZ	219	\$	143.39	\$ (48.35)	\$	95.04	\$	148.02	\$ (51.10)	\$	96.92	7/1/2025	6/30/2026
404685	10703420928	HOT SPICY BRD TENDERS FC WG	TYSON	CS	121/4.11OZ	0	\$	133.36	\$ (48.35)	\$	85.01	\$	139.22	\$ (51.10)	\$	88.12	7/1/2025	6/30/2026
404688	10703440928	HOT SPICY BRD TENDERS FC WG	TYSON	CS	31.86LB	4	\$	88.15	\$ (21.06)	\$	67.09	\$	91.35	\$ (22.27)	\$	69.08	7/1/2025	6/30/2026
404689	10703640928	NUGGETS BRD CRISPY WG	TYSON	CS	32.81LB	499	\$	102.15	\$ (26.45)	\$	75.70	\$	105.16	\$ (27.96)	\$	77.20	7/1/2025	6/30/2026
404690	10703620928	CHIC CHUNK BRD BONELESS NAE WG	TYSON	CS	30LB	270	\$	129.67	\$ (46.16)	\$	83.51	\$	135.63	\$ (48.79)	\$	86.84	7/1/2025	6/30/2026
404691	10174430928	PATTY SAUSAGE CHICKEN	TYSON	CS	336/1.43OZ	75	\$	142.35	\$ (63.09)	\$	79.26	\$	149.81	\$ (66.69)	\$	83.12	7/1/2025	6/30/2026
404694	10703680928	POPCORN CHICKEN WG	TYSON	CS	32.79LB	18	\$	103.92	\$ (21.67)	\$	82.25	\$	109.79	\$ (22.90)	\$	83.89	7/1/2025	6/30/2026
405422	10264350928	CHK DRUMSTICK GLAZED	TYSON	CS	1/30LB	40	\$	114.29	\$ (34.95)	\$	79.34	\$	116.13	\$ (36.94)	\$	82.19	7/1/2025	6/30/2026
405424	16660100928	DK WG BRD TRAD DRUMSTICKS	TYSON	CS	92/4.4OZ	869	\$	118.92	\$ (31.72)	\$	87.20	\$	121.32	\$ (35.35)	\$	85.97	7/1/2025	6/30/2026
406356	10460210928	CHICKEN 1/2" LS PULLED 65/35	TYSON	CS	2/5LB	209	\$	48.25	\$ (20.04)	\$	28.21	\$	50.68	\$ (21.18)	\$	29.50	7/1/2025	6/30/2026
406918	10000038479	CHICKEN STRIPS NASHVILLE HOT	TYSON	CS	5/6LB	599	\$	143.78	\$ (37.57)	\$	106.21	\$	149.42	\$ (39.72)	\$	109.70	7/1/2025	6/30/2026
410372	10703100928	FILET CHIC BRST H&S MSCL FC WG	TYSON	CS	120/4OZ	504	\$	144.18	\$ (43.64)	\$	100.54	\$	148.46	\$ (46.12)	\$	102.34	7/1/2025	6/30/2026
203550	20625-WCP	PAN SPRAY ALL PURPOSE GF	WHITE CAP	CS	6/21.5OZ	6	\$	50.77		\$	50.77	\$	54.48		\$	54.48	7/1/2025	6/30/2026
209769	56606	OIL CANOLA OLIVE BLEND	VENTURA FOODS	CS	4/1GAL	1	\$	108.03		\$	108.03	\$	110.21		\$	110.21	7/1/2025	6/30/2026
202356	21145	CHIPS TRILLA YELLOW TRI GF WG	WARNOCK	CS	12/1LB	0	\$	33.80		\$	33.80	\$	34.81		\$	34.81	7/1/2025	6/30/2026
202364	31125	CHIPS TORTILLA RND NO SALT IW	WARNOCK	CS	100/2OZ	0	\$	41.82		\$	41.82	\$	43.00		\$	43.00	7/1/2025	6/30/2026
202366	31146	CHIPS TORTILLA TRIANGLE IW	WARNOCK	CS	120/1.5OZ	0	\$	45.40		\$	45.40	\$	47.03		\$	47.03	7/1/2025	6/30/2026
102771	7238	MANGO CHUNKS IQF	WAWONA	CS	4/5LB	0	\$	69.60		\$	69.60	\$	71.00		\$	71.00	7/1/2025	6/30/2026
113223	4551	PINEAPPLE CHUNKS IQF	WAWONA	CS	4/5LB	62	\$	46.51		\$	46.51	\$	62.37		\$	62.37	7/1/2025	6/30/2026
133761	5537S/5950	FRUIT CUP FRUIT SNGLS PEACH	WAWONA	CS	96/4.4OZ	0	\$	64.85		\$	64.85	MFG DISC	MFG DISC				7/1/2025	6/30/2026
140647	3301	STRAWBERRY WHOLE IQF	WAWONA	CS	2/5LB	6	\$	27.57		\$	27.57	\$	28.83		\$	28.83	7/1/2025	6/30/2026
149629	041620-00	BLUEBERRY WHOLE IQF	WAWONA	CS	30LB	10	\$	72.74		\$	72.74	\$	76.38		\$	76.38	7/1/2025	6/30/2026
149914	033020-00	STRAWBERRY SLICED IQF	WAWONA	CS	2/5LB	3	\$	27.81		\$	27.81	\$	29.15		\$	29.15	7/1/2025	6/30/2026
401697	059502-77	PEACH CUPS (100239)	WAWONA	CS	96/4.4OZ	6	\$	78.45	\$ (39.16)	\$	39.29	\$	80.03	\$ (35.22)	\$	44.81	7/1/2025	6/30/2026
402040	059680-77	STRAWBERRY CUPS (100254)	WAWONA	CS	96/4.5OZ	301	\$	74.22	\$ (39.68)	\$	34.54	\$	75.72	\$ (36.57)	\$	39.15	7/1/2025	6/30/2026
406456	059500-77	PEACH CUPS	WAWONA	CS	96/4.4OZ	0	\$	73.90		\$	73.90	MFG DISC	MFG DISC				7/1/2025	6/30/2026
406511	059682-77	STRAWBERRY CUPS (110846)	WAWONA	CS	96/4.5OZ	0	\$	75.26		\$	75.26	\$	76.78	\$ (38.21)	\$	38.57	7/1/2025	6/30/2026
202382	10064	WHITE DISTILLED WINGR 50 GRAIN	GOLDEN STATE	CS	4/1GAL	7	\$	13.20		\$	13.20	\$	13.47		\$	13.47	7/1/2025	6/30/2026
202388	73120/00006	MUSTARD YELLOW	GOLDEN STATE	CS	4/1GAL	6	\$	36.54		\$	36.54	\$	37.28		\$	37.28	7/1/2025	6/30/2026
110615	352/GS1084	SANDWICH BREAD 51% WG	GOLD STAR FOODS	CS	10/1.75LB	13	\$	18.21		\$	18.21	\$	18.72		\$	18.72	7/1/2025	6/30/2026
154355	GS1086C	LOAF BREAD PULLMAN 100% WG	LITTLE BROTHERS BAKERY	CS	10/1.17OZ	0	\$	18.72		\$	18.72	\$	19.24		\$	19.24	7/1/2025	6/30/2026
113685	449	TOAST FRENCH STICKS WG IW	BAKE CRAFTERS	CS	88/3OZ	378	\$	70.23		\$	70.23	\$	71.65		\$	71.65	7/1/2025	6/30/2026
134230	786	MUFFIN ENGLISH 3.5" SLICED	BAKE CRAFTERS	CS	144/2OZ	0	\$	46.40		\$	46.40	\$	47.34		\$	47.34	7/1/2025	6/30/2026
138009	442	TOAST FRENCH STICKS BULK WG	BAKE CRAFTERS	CS	2/5LB	0	\$	29.81		\$	29.81	\$	30.41		\$	30.41	7/1/2025	6/30/2026
138923	1556	WAFFLE MAPLE WG	BAKE CRAFTERS	CS	144/1.4OZ	58	\$	39.27		\$	39.27	\$	40.06		\$	40.06	7/1/2025	6/30/2026
139402	447	TOAST FRENCH STICKS WG	BAKE CRAFTERS	CS	2/5LB	1207	\$	28.50		\$	28.50	\$	29.08		\$	29.08	7/1/2025	6/30/2026
140002	1581	PANCAKE MAPLE CHIPS MINI WG	BAKE CRAFTERS	CS	324/0.7OZ	0	\$	52.91		\$	52.91	\$	53.98		\$	53.98	7/1/2025	6/30/2026
144438	869	CROISSANT MARGARINE SL RF WG	BAKE CRAFTERS	CS	150/2.2OZ	0	\$	72.08		\$	72.08	\$	76.27		\$	76.27	7/1/2025	6/30/2026
144551	1932	DONUT POWDERED SUGAR WG IW	BAKE CRAFTERS	CS	72/3.2OZ	0	\$	66.96		\$	66.96	\$	68.31		\$	68.31	7/1/2025	6/30/2026
149272	1939	DONUT CHOCOLATE WG IW	BAKE CRAFTERS	CS	72/3.2OZ	0	\$	78.70		\$	78.70	\$	80.29		\$	80.29	7/1/2025	6/30/2026
149708	1673	BITES PANCAKE WG IW	BAKE CRAFTERS	CS	72/2.4OZ	294	\$	58.36		\$	58.36	\$	59.54		\$	59.54	7/1/2025	6/30/2026
203005	3520026225	RICE PARBOILED BROWN	RICELAND	SK	25LB	27	\$	28.10		\$	28.10	\$	28.67		\$	28.67	7/1/2025	6/30/2026
154184	D60480	BAR CAMPFIRE SMORES	ZEE ZEES	CS	135/2.2OZ	0	\$	76.54		\$	76.54	\$	81.26		\$	81.26	7/1/2025	6/30/2026
254551	622356	CHICK PEA ROAST KETTLE CORN IW	ZEE ZEES	CS	250/0.75OZ	0	\$	97.19		\$	97.19	\$	100.31		\$	100.31	7/1/2025	6/30/2026
254743	622355	FAVA BEAN BUFFALO RANCH	ZEE ZEES	CS	175/1.5OZ	741	\$	118.12		\$	118.12	\$	126.65		\$	126.65	7/1/2025	6/30/2026
254862	622356	FAVA BEAN CRISPS CHURRO IW	ZEE ZEES	CS	175/1.5OZ	2	\$	109.50		\$	109.50	\$	117.40		\$	117.40	7/1/2025	6/30/2026
406677	A1525	APPLESAUCE CUP CHERRY UNSWT	NATIONAL FOOD GROUP	CS	96/4.5OZ	0	\$	45.74	\$ (3.32)	\$	42.42	\$	46.66	\$ (3.83)	\$	42.83	7/1/2025	6/30/2026
406680	A1410	APPLESAUCE CINNAMON UNSWT CUP	ZEE ZEES	CS	96/4.5OZ	2	\$	44.60	\$ (3.32)	\$	41.28	\$	45.50	\$ (3.83)	\$	41.67	7/1/2025	6/30/2026
406682	A1490	APPLESAUCE STRWBRY UNSWT CUP	ZEE ZEES	CS	96/4.5OZ	0	\$	44.60	\$ (3.32)	\$	41.28	\$	45.50	\$ (3.83)	\$	41.67	7/1/2025	6/30/2026
406683	A3500	APPLESAUCE PLAIN UNSWT CUP	ZEE ZEES	CS	96/4.5OZ	6	\$	44.60	\$ (3.32)	\$	41.28	\$	45.50	\$ (3.83)	\$	41.67	7/1/2025	6/30/2026
406684	A3510	APPLESAUCE CUP WILD WATERMELON	NATIONAL FOOD GROUP	CS	96/4.5OZ	0	\$	44.60	\$ (3.32)	\$	41.28	\$	45.50	\$ (3.83)	\$	41.67	7/1/2025	6/30/2026
409693	A5000	HUMMUS CUP	ZEE ZEES	CS	120/3OZ	20	\$	81.75	\$ (10.45)	\$	71.30	\$	83.40	\$ (9.93)	\$	73.47	7/1/2025	6/30/2026
140300	3025	FRANKS BEEF 6" 8/1	HOFFY	CS	10LB	146	\$	40.98		\$	40.98	\$	41.81		\$	41.81	7/1/2025	6/30/2026
144383	16500	COOKIE FRSTD BLUE WNTR WG BLK	TOOLS FOR SCHOOLS	CS	126/1.5OZ	0	\$	56.03		\$	56.03	\$	57.16		\$	57.16	7/1/2025	6/30/2026
203356	37401	WHEAT BASICS CRACKERS	BACK TO BASICS JNS	CS	100/1.6OZ	60	\$	40.30		\$	40.30	\$	41.12		\$	41.12	7/1/2025	6/30/2026
134300	DD400	CHICKEN DOUBLE DOG IW	MICHAEL B'S BESTWAY	CS	60/4OZ	1091	\$	68.88		\$	68.88	\$	72.35		\$	72.35	7/1/2025	6/30/2026
134776	608	SANDWICH WOWBUTTER & JELLY	ALBIES FOODS	CS	40/4.6OZ	53	\$	54.98		\$	54.98	\$	56.09		\$	56.09	7/1/2025	6/30/2026
203165	23444	CRAISINS DRIED CRANBERR-CHERRY	OCEAN SPRAY	CS	200/1.16OZ	672	\$	53.74		\$	53.74	\$	54.83		\$	54.83	7/1/2025	6/30/2026
203180	23445	CRAISINS DRIED CRANBERR-STRWB	OCEAN SPRAY	CS	200/1.16OZ	240	\$	53.74		\$	53.74	\$	54.83		\$	54.83	7/1/2025	6/30/2026
208210	22545	CRAISINS DRIED CRANBERRY ORANGE	OCEAN SPRAY	CS	200/1.16OZ	0	\$	53.74		\$	53.74	\$	54.83		\$	54.83	7/1/2025	6/30/2026
239300	22044	CRAISINS DRIED CRNB WATERMELON	OCEAN SPRAY	CS	200/1.16OZ	11	\$	53.74		\$	53.74	\$	54.83		\$	54.83	7/1/2025	6/30/2026
405415	2970000348/603325	POTATOES MASH LOADED BAKED RS	IDAHOAN FOODS	CS	123/1OZ	124	\$	107.10	\$ (12.50)	\$	94.60	\$	109.26	\$ (11.98)	\$	97.28	7/1/2025	6/30/2026
134584	124	TAMALES CHIC IN GREEN SAUCE GF	DEL REAL	CS	48/5OZ	0	\$	54.25		\$	54.25	\$	55.35		\$	55.35	7/1/2025	6/30/2026
134783	766	TAMALE CHS GREEN CHILI GF WG	DEL REAL	CS	48/5OZ	66	\$	63.02		\$	63.02	\$	64.29		\$	64.29	7/1/2025	6/30/2026
138025	767	TAMALE CHIC RED SAUCE GF WG	DEL REAL	CS	48/5OZ	1464	\$	60.69		\$	60.69	\$	61.91		\$	61.91	7/1/2025	6/30/2026
138967	783	TAMALE CHICKEN GREEN GF WG	DEL REAL	CS	48/6OZ	2041	\$	70.06		\$	70.06	\$	71.47		\$	71.47	7/1/2025	6/30/2026
141057	207-20	CARNE ASADA GF	DEL REAL	CS	10/2LB	3	\$	171.89		\$	171.89	\$	175.35		\$	175.35	7/1/2025	6/30/2026

406320	13410	CHIC FILLT SPICY BRD13423 WG	RICH CHICKS	CS	4/5LB	26	\$	98.80	\$ (28.90)	\$	69.90	\$	103.03	\$ (30.55)	\$	72.48	7/1/2025	6/30/2026
406379	54464	CHIC PATTY BRD SPICY FC WG	RICH CHICKS	CS	4/5LB	0	\$	89.33	\$ (18.91)	\$	70.42	\$	92.79	\$ (19.98)	\$	72.81	7/1/2025	6/30/2026
406757	81401	CHICKEN SAUSAGE	RICH CHICKS	CS	4/5LB	28	\$	134.94	\$ (75.15)	\$	59.79	\$	142.75	\$ (79.43)	\$	63.32	7/1/2025	6/30/2026
406810	54486	CHIC PATTY RIB BRD WG FC	RICH CHICKS	CS	4/#	825	\$	102.05	\$ (28.90)	\$	73.15	\$	106.62	\$ (30.55)	\$	76.07	7/1/2025	6/30/2026
208317	15911	BQ SAUCE MILD	PK KINDER	CS	4/1GAL	1	\$	63.44		\$	63.44	\$	64.72		\$	64.72	7/1/2025	6/30/2026
139907	15006	PULL PORK CARNITAS STYLE CKD	BROOKWOOD FARMS	CS	2/5LB	0	\$	69.04		\$	69.04	\$	70.43		\$	70.43	7/1/2025	6/30/2026
405857	12303	CMDY CHPD PORK CARNITA STY CKD	BROOKWOOD FARMS	CS	4/5LB	161	\$	50.83		\$	50.83	\$	51.02		\$	51.02	7/1/2025	6/30/2026
208299	533448/01885	BEAN BLACK LOW SODIUM	BUSH BROS	CS	6/108OZ	10	\$	38.75		\$	38.75	\$	39.53		\$	39.53	7/1/2025	6/30/2026
139774	100850	TORTILLA 10" WWW	MI RANCHO	CS	12/10CT	0	\$	28.69		\$	28.69	\$	29.27		\$	29.27	7/1/2025	6/30/2026
240050	2020	RAISINS	SUNMAID	CS	144/1.33OZ	1	\$	43.88		\$	43.88	\$	45.97		\$	45.97	7/1/2025	6/30/2026
203551	53378	SUGAR PACKET	C&H SUGAR	CS	2000/10OZ	2	\$	22.90		\$	22.90	\$	24.33		\$	24.33	7/1/2025	6/30/2026
210294	404831	SUGAR LT BROWN	C&H SUGAR	BG	25LB	0	\$	32.83		\$	32.83	\$	33.63		\$	33.63	7/1/2025	6/30/2026
254047	1660437	COFFEE CLASSIC ROAST REG	FOLGERS	CS	6/43.5OZ	4	\$	97.67		\$	97.67	\$	120.71		\$	120.71	7/1/2025	6/30/2026
305608	61903	CHEESE PARMESAN	KRAFT HEINZ FOODS CO	EA	4.5LB	47	\$	32.38		\$	32.38	\$	46.89		\$	46.89	7/1/2025	6/30/2026
209856	PAP007	PINEAPPLE TIDBITS IN JUICE	JACKPOT	CS	6/#10	44	\$	39.55		\$	39.55	\$	40.35		\$	40.35	7/1/2025	6/30/2026
209858	CHILI100	SAUCE SRIRACHA HOT CHILI	JACKPOT	CS	500/9GR	44	\$	17.80		\$	17.80	\$	27.07		\$	27.07	7/1/2025	6/30/2026
251287	NW05L24PDRPBN	WATER PURIFIED	NIAGARA BOTTLING	CS	24/16.9OZ	0	\$	4.61		\$	4.61	\$	4.82		\$	4.82	7/1/2025	6/30/2026
210240	30458	FRUIT COCKTAIL LS	CHH	CS	6/#10	1	\$	56.35		\$	56.35	\$	57.49		\$	57.49	7/1/2025	6/30/2026
210241	30455	FRUIT MIX LS	CHH	CS	6/#10	8	\$	49.77		\$	49.77	\$	50.78		\$	50.78	7/1/2025	6/30/2026
210243	41270	DICED PEACHES LS	CHH	CS	6/#10	0	\$	51.20		\$	51.20	\$	52.23		\$	52.23	7/1/2025	6/30/2026
209908	24514	WATER SPRING	CRYSTAL GEYSER	CS	24/16.9OZ	0	\$	5.61		\$	5.61	\$	5.73		\$	5.73	7/1/2025	6/30/2026
254701	75140125142	WATER	CRYSTAL GEYSER	CS	6/1GAL	0	\$	7.46		\$	7.46	\$	7.61		\$	7.61	7/1/2025	6/30/2026
209917	7.42434E+11	DICED GREEN CHILES	DEL SOL	CS	6/#10	1	\$	57.35		\$	57.35	\$	58.51		\$	58.51	7/1/2025	6/30/2026
209918	DS00115	SLICED JALAPENOS	DEL SOL	CS	6/#10	138	\$	31.99		\$	31.99	\$	32.64		\$	32.64	7/1/2025	6/30/2026
248367	GB1030	MAYONNAISE PREMIUM	GARDEN BANNER	CS	4/1GAL	1	\$	53.97		\$	53.97	\$	55.06		\$	55.06	7/1/2025	6/30/2026
248440	GB1040	MAYONNAISE LITE	GARDEN BANNER	CS	4/1GAL	5	\$	45.85		\$	45.85	\$	46.78		\$	46.78	7/1/2025	6/30/2026
210233	V1128	VEGETABLE OIL	AVO	CS	6/1GAL	0	\$	78.87		\$	78.87	\$	80.46		\$	80.46	7/1/2025	6/30/2026
210234	V20001	VINEGAR DISTILLED WHITE	AVO	CS	4/1GAL	0	\$	13.11		\$	13.11	\$	13.38		\$	13.38	7/1/2025	6/30/2026
240215	294	SAUCE ORANGE LS	NIPPON SHOKKEN	CS	6/4.8LB	0	\$	83.94		\$	83.94	\$	85.63		\$	85.63	7/1/2025	6/30/2026
252816	546	SAUCE MANGO HABANERO	NIPPON SHOKKEN	CS	6/4.9LB	50	\$	109.66		\$	109.66	\$	111.87		\$	111.87	7/1/2025	6/30/2026
254266	550	SAUCE GENERAL TSOS	NIPPON SHOKKEN	CS	6/4.8LB	37	\$	71.60		\$	71.60	\$	73.04		\$	73.04	7/1/2025	6/30/2026
112952	F2176	BUNS 4" 51" HAMBURGER WWW	GOLD STAR FOODS	CS	144CT	658	\$	32.37		\$	32.37	\$	33.03		\$	33.03	7/1/2025	6/30/2026
112960	F2656	BUNS 6" WHEAT HOT DOG WG	GOLD STAR FOODS	CS	108CT	105	\$	19.75		\$	19.75	\$	20.15		\$	20.15	7/1/2025	6/30/2026
112963	F342	51" WWW ARTISAN DINNER ROLLS	GOLD STAR FOODS	CS	144/2OZ	8	\$	29.38		\$	29.38	\$	29.98		\$	29.98	7/1/2025	6/30/2026
133949	348	5" 51" WWW HINGE HOAGIE ROLLS	GOLD STAR FOODS	CS	120/2OZ	77	\$	26.32		\$	26.32	\$	26.85		\$	26.85	7/1/2025	6/30/2026
133974	2172	3.5"51" HAMBURGER BUNS 144 WWW	GOLD STAR FOODS	CS	144/1.58OZ	0	\$	31.14		\$	31.14	\$	31.77		\$	31.77	7/1/2025	6/30/2026
406269	ASA10020	APPLESAUCE UNSWT MIX BERRIES	PETERSON FARMS FRESH	CS	96/4.5OZ	23	\$	30.51	\$ (3.59)	\$	26.92	\$	31.13	\$ (3.59)	\$	27.54	7/1/2025	6/30/2026
406270	ASA10015	APPLESAUCE UNSWT STRAW BANANA	PETERSON FARMS FRESH	CS	96/4.5OZ	0	\$	30.51	\$ (3.59)	\$	26.92	\$	31.13	\$ (3.59)	\$	27.54	7/1/2025	6/30/2026
406801	203102	APPLE RED SLICED 100/2OZ	PETERSON FARMS FRESH	CS	100/2OZ	12963	\$	27.47	\$ (3.83)	\$	23.64	\$	28.03	\$ (3.83)	\$	24.20	7/1/2025	6/30/2026
406947	ASA10001	APPLESAUCE CUP ORIG UNSWT	PETERSON FARMS FRESH	CS	96/4.5OZ	1192	\$	30.51	\$ (3.59)	\$	26.92	\$	31.13	\$ (3.59)	\$	27.54	7/1/2025	6/30/2026
406948	ASA10013	APPLESAUCE CUP CINN UNSWT	PETERSON FARMS FRESH	CS	96/4.5OZ	290	\$	30.51	\$ (3.59)	\$	26.92	\$	31.13	\$ (3.59)	\$	27.54	7/1/2025	6/30/2026
409797	ASA10014	APPLESAUCE CUP STRAW UNSWT	PETERSON FARMS FRESH	CS	96/4.5OZ	283	\$	30.51	\$ (3.59)	\$	26.92	\$	31.13	\$ (3.59)	\$	27.54	7/1/2025	6/30/2026
410276	203129	APPLE SLICED RED IW 200/2OZ	PETERSON FARMS FRESH	CS	200/2OZ	0	\$	54.11	\$ (7.66)	\$	46.45	\$	55.20	\$ (7.66)	\$	47.54	7/1/2025	6/30/2026
203863	16500/402419	TUNA CHUNK LIGHT IN WATER	STARKIST	CS	6/66.5OZ	0	\$	92.08		\$	92.08	\$	93.94		\$	93.94	7/1/2025	6/30/2026
239326	514540/600974	TUNA LIGHT CHUNK LS VAC-PAK	STARKIST	CS	6/43OZ	112	\$	71.27		\$	71.27	\$	72.71		\$	72.71	7/1/2025	6/30/2026
141316	F5861	MUFFIN ENGLISH 3.5" SLICED WG	PAPAPITA BAKERY	CS	144/3.5OZ	88	\$	26.40		\$	26.40	\$	28.19		\$	28.19	7/1/2025	6/30/2026
144581	5590	TORTILLA FLOUR 6" 51" WG	PAPAPITA BAKERY	CS	15/24CT	82	\$	28.50		\$	28.50	\$	33.72		\$	33.72	7/1/2025	6/30/2026
149355	5584	TORTILLA WHEAT 10" 100% WW	PAPAPITA BAKERY	CS	10/12CT	2	\$	17.00		\$	17.00	\$	18.24		\$	18.24	7/1/2025	6/30/2026
249296	62141	PICKLE DILL RELISH SWEET	MRS KLEIN PICKLE	CS	4/1GAL	6	\$	39.04		\$	39.04	\$	40.79		\$	40.79	7/1/2025	6/30/2026
252891	2708	TORTILLA FLOUR PRESSED 6"	OLE MEXICAN FOODS INC	CS	12/24CT	0	\$	30.30		\$	30.30	\$	30.91		\$	30.91	7/1/2025	6/30/2026
143995	KNFC212	NUGGETS KICKIN	REBELLYOUS	CS	2/5LB	0	\$	45.07		\$	45.07	\$	45.98		\$	45.98	7/1/2025	6/30/2026
208550	79201	CHOW MEIN CRISPY NOODLES WG IW	ASIAN FOOD SOLUTIONS	CS	140/.8OZ	215	\$	51.81		\$	51.81	\$	53.55		\$	53.55	7/1/2025	6/30/2026
209081	79203	COOKIES FORTUNE WG	ASIAN FOOD SOLUTIONS	CS	400/17OZ	0	\$	39.87		\$	39.87	\$	43.58		\$	43.58	7/1/2025	6/30/2026
202545	93873171/10108855	SEEDLESS RAISIN	BOGHOSIAN	CS	144/1.5OZ	0	\$	40.96		\$	40.96	\$	41.79		\$	41.79	7/1/2025	6/30/2026
209890	536126	DIET CLASSIC SODA	COKE	CS	35/12OZ	1	\$	23.77		\$	23.77	\$	27.60		\$	27.60	7/1/2025	6/30/2026
209891	535999	CLASSIC SODA	COCA COLA	CS	35/12OZ	0	\$	23.77		\$	23.77	\$	27.60		\$	27.60	7/1/2025	6/30/2026
209897	14208	DIET DR PEPPER	DR PEPPER	CS	35/12OZ	0	\$	29.66		\$	29.66	\$	34.43		\$	34.43	7/1/2025	6/30/2026
209898	24208	REGULAR DR PEPPER	DR PEPPER	CS	35/12OZ	0	\$	23.04		\$	23.04	\$	26.75		\$	26.75	7/1/2025	6/30/2026
210296	57934	SUGAR GRANULATED	C&H SUGAR	BG	10LB	0	\$	12.18		\$	12.18	\$	12.43		\$	12.43	7/1/2025	6/30/2026
403689	418302	POLLOCK BREADED PORTIONS WG	TRIDENT SEAFOODS	CS	1/10LB	55	\$	41.74	\$ (14.61)	\$	27.13	\$	42.58	\$ (12.43)	\$	30.15	7/1/2025	6/30/2026
113198	189664530	RICE PARBOILED	PEAK	SK	1/25LB	475	\$	20.05		\$	20.05	\$	20.46		\$	20.46	7/1/2025	6/30/2026
248372	2002349	DICED PEACHES EX LS	DEL MONTE	CS	6/#10	458	\$	63.77		\$	63.77	\$	65.74		\$	65.74	7/1/2025	6/30/2026
248500	2004734	SLICED YC PEACHES ELS	DEL MONTE	CS	6/#10	5	\$	56.75		\$	56.75	\$	58.53		\$	58.53	7/1/2025	6/30/2026
248501	2002352	DICED PEARS ELS	DEL MONTE	CS	6/#10	6	\$	55.82		\$	55.82	\$	56.95		\$	56.95	7/1/2025	6/30/2026
248565	2004733	MIXED FRUIT EXTRA LIGHT SYRUP	DEL MONTE	CS	6/#10	20	\$	59.61		\$	59.61	\$	62.43		\$	62.43	7/1/2025	6/30/2026
410069	2005442	PEACHES DICED 100% JUICE CUP	DEL MONTE	CS	72/4OZ	0	\$	53.61	\$ (19.27)	\$	34.34	\$	55.34	\$ (20.27)	\$	35.07	7/1/2025	6/30/2026
401797	GB1040	MAYONNAISE LITE	GARDEN BANNER	CS	4/1GAL	38	\$	54.01	\$ (11.85)	\$	42.16	\$	55.10	\$ (8.16)	\$	46.94	7/1/2025	6/30/2026
401818	GB1030	MAYONNAISE PREMIUM	GARDEN BANNER	CS	4/1GAL	0	\$	75.31	\$ (23.23)	\$	52.08	\$	76.83	\$ (15.99)	\$	60.84	7/1/2025	6/30/2026
113949	CCF-0018	NOODLES RAMEN	CHEFS CORNER	CS	6/5LB	0	\$	67.39		\$	67.39	\$	75.49		\$	75.49	7/1/2025	6/30/2026
139760	OFC-2265	SAUCE SRIRACHA HONEY	CHEFS CORNER	CS	15/2LB	0	\$	76.42		\$	76.42	\$	77.96		\$	77.96	7/1/2025	6/30/2026
100011	1.00712E+13	RICE CILANTRO LIME ROAST CORN	SIMPLOT	CS	6/2.5LB	357	\$	34.49		\$	34.49	\$	35.19		\$	35.19	7/1/2025	6/30/2026
134103	1.00712E+13	BROCCOLI CUTS	SIMPLOT	CS	12/2LB	1	\$	39.58		\$	39.58	\$	40.38		\$	40.38	7/1/2025	6/30/2026
134124	1.00712E+13	CARROTS PEAS	SIMPLOT	CS	20LB	3	\$	26.94		\$								

149534	1.00712E+13	SAVORY WEDGE FRIES 8 CUT	SIMPLOT	CS	6/5LB	62	\$	47.36	\$	47.36	\$	48.32	\$	48.32	7/1/2025	6/30/2026
149543	1.00712E+13	FRIES SEASONED CRISP SAVORY LS	SIMPLOT	CS	6/5LB	6	\$	46.10	\$	46.10	\$	47.03	\$	47.03	7/1/2025	6/30/2026
139684	P-820-01	PASTA PENNE PERFECT WG	GREEN BELLIES	CS	4/5LB	0	\$	50.74	\$	50.74	\$	51.76	\$	51.76	7/1/2025	6/30/2026
154415	P-820-01	PASTA PENNE PERFECT PC WG	GREEN BELLIES	CS	1/20LB	203	\$	50.74	\$	50.74	\$	51.76	\$	51.76	7/1/2025	6/30/2026
101426	381627/97712	PATTY GARDEN VEGGIE	MORNINGSTAR (KELLOGGS)	CS	48/3.5OZ	4	\$	63.28	\$	63.28	\$	64.56	\$	64.56	7/1/2025	6/30/2026
113253	49938/526241	SPICY BLACK BEAN VEGGIE BURGER	MORNINGSTAR (KELLOGGS)	CS	12/4/2.9OZ	0	\$	54.07	\$	54.07	\$	55.16	\$	55.16	7/1/2025	6/30/2026
134285	38000-92315	WAFFLE MINI MAPLE WG IW	EGGO	CS	7/2/2.65OZ	1	\$	40.57	\$	40.57	\$	41.39	\$	41.39	7/1/2025	6/30/2026
134286	38000-92560	PANCAKES MINI BLUEBERRY WG IW	EGGO	CS	7/2/3.03OZ	66	\$	39.43	\$	39.43	\$	40.23	\$	40.23	7/1/2025	6/30/2026
134287	38000-92562	PANCAKES MAPLE MINI EGGOS	EGGO	CS	7/2/3.03OZ	613	\$	36.89	\$	36.89	\$	37.64	\$	37.64	7/1/2025	6/30/2026
134627	38000-80801/581258	TOAST FRENCH MINI CHC CHIPS WG	EGGO	CS	7/2/3.03OZ	25	\$	36.19	\$	36.19	\$	36.92	\$	36.92	7/1/2025	6/30/2026
140972	38000-18574	PANCAKE MINI CONFETTI IW	EGGO	CS	7/2/3.03OZ	0	\$	39.83	\$	39.83	\$	40.64	\$	40.64	7/1/2025	6/30/2026
144043	29899-10409	BURGER GRILLERS PRIME VEGGIE	MORNINGSTAR (KELLOGGS)	CS	48/2.5OZ	65	\$	37.79	\$	37.79	\$	38.55	\$	38.55	7/1/2025	6/30/2026
141470	110	SNACKN WAF BUTTERY MAPLE IW	ARLINGTON VALLEY FARMS	CS	96/2.4OZ	1014	\$	53.39	\$	53.39	\$	58.75	\$	58.75	7/1/2025	6/30/2026
141522	120	SNACKN WAF WILD BLUEBERRY IW	ARLINGTON VALLEY FARMS	CS	96/2.4OZ	128	\$	53.57	\$	53.57	\$	58.95	\$	58.95	7/1/2025	6/30/2026
141523	130	SNACKN WAF SWEET CINNAMON IW	ARLINGTON VALLEY FARMS	CS	96/2.4OZ	6	\$	53.57	\$	53.57	\$	58.95	\$	58.95	7/1/2025	6/30/2026
154287	70	SNACKN WAF VAN CONFETTI IW	ARLINGTON VALLEY FARMS	CS	96/2.4OZ	312	\$	53.39	\$	53.39	\$	58.75	\$	58.75	7/1/2025	6/30/2026
154403	140	SNACKN WAF BUTTERY MAPLE BULK	ARLINGTON VALLEY FARMS	CS	96/2.4OZ	203	\$	52.07	\$	52.07	\$	57.30	\$	57.30	7/1/2025	6/30/2026
203855	8004094	GRANOLA STRAWBERRY WG	ROCKIN'OLA	CS	250/1OZ	174	\$	96.31	\$	96.31	\$	98.25	\$	98.25	7/1/2025	6/30/2026
240145	8004209	GRANOLA CINNAMON WG IW	ROCKIN'OLA	CS	250/1OZ	5	\$	96.31	\$	96.31	\$	98.25	\$	98.25	7/1/2025	6/30/2026
240347	8004230	CINNAMON GRANOLA	ROCKIN'OLA	CS	125/2OZ	0	\$	71.76	\$	71.76	\$	73.21	\$	73.21	7/1/2025	6/30/2026
248574	8004247/677030	SUN BERRY TRAIL MIX IW	ROCKIN'OLA	CS	150/2.16OZ	9	\$	84.40	\$	84.40	\$	86.10	\$	86.10	7/1/2025	6/30/2026
134457	342	51% ARTISAN ROLL WG IW	GOLD STAR FOODS	CS	144/2OZ	3	\$	56.00	\$	56.00	\$	57.13	\$	57.13	7/1/2025	6/30/2026
251283	T392	SAUCE TACO PACKETS	FOUR IN ONE	CS	500/9GR	280	\$	21.55	\$	21.55	\$	23.89	\$	23.89	7/1/2025	6/30/2026
253711	2017	BEANS PINTO LS	LODI CANNING CO	CS	6#10	195	\$	33.68	\$	33.68	\$	43.66	\$	43.66	7/1/2025	6/30/2026
253713	2013	GARBANZO BEANS	LODI CANNING CO	CS	6#10	28	\$	27.27	\$	27.27	\$	35.03	\$	35.03	7/1/2025	6/30/2026
253928	1500	CORN WHOLE KERNEL LS	LODI CANNING CO	CS	6#10	20	\$	36.94	\$	36.94	\$	37.69	\$	37.69	7/1/2025	6/30/2026
201670	6827493471	BOTTLE PURIFIED WATER LG BTL	PURE LIFE	CS	24/16.9OZ	3295	\$	4.88	\$	4.88	\$	4.98	\$	4.98	7/1/2025	6/30/2026
203036	68274-46333 (73497)	PURIFIED WATER	PURE LIFE	CS	6/1GAL	0	\$	11.19	\$	11.19	\$	11.42	\$	11.42	7/1/2025	6/30/2026
201190	38000-04996	CEREAL MINI WHEATS FROSTED WG	KELLOGGS	CS	96/1OZ	15	\$	35.98	\$	35.98	\$	40.38	\$	40.38	7/1/2025	6/30/2026
201216	38000-01796	FROOT LOOPS CEREAL	KELLOGGS	CS	96/0.75OZ	0	\$	36.59	\$	36.59	\$	41.06	\$	41.06	7/1/2025	6/30/2026
202857	38000-54998	CEREAL FROSTED FLAKES RS WG	KELLOGGS	CS	96/1OZ	0	\$	35.98	\$	35.98	\$	MFG DISC	\$	MFG DISC	7/1/2025	6/30/2026
203149	38000-78787	CEREAL BWLPK APPLE JACKS RS WG	KELLOGGS	CS	96/1OZ	410	\$	35.98	\$	35.98	\$	40.38	\$	40.38	7/1/2025	6/30/2026
203150	38000-78788	CEREAL BOWL FROOT LOOPS RS WG	KELLOGGS	CS	96/1OZ	306	\$	35.98	\$	35.98	\$	40.38	\$	40.38	7/1/2025	6/30/2026
112999	127852	FRUDEL STRUDEL APPLE IW	PILLSBURY	CS	7/2/2.29OZ	99	\$	44.57	\$	44.57	\$	46.39	\$	46.39	7/1/2025	6/30/2026
113000	27851	FRUDEL STRUDEL CHERRY IW	PILLSBURY	CS	7/2/2.29OZ	13	\$	44.57	\$	44.57	\$	46.39	\$	46.39	7/1/2025	6/30/2026
113361	33686	ROLL MINI CINNIS CINNMN WG IW	PILLSBURY	CS	7/2/2.29OZ	167	\$	44.57	\$	44.57	\$	46.39	\$	46.39	7/1/2025	6/30/2026
113754	49979	CRESCENT FILLED CHOCO IW	PILLSBURY	CS	7/2/2.29OZ	0	\$	44.57	\$	44.57	\$	47.66	\$	47.66	7/1/2025	6/30/2026
134813	38413	BAGELS MINI STRWB CRMY CHS IW	PILLSBURY	CS	7/2/2.43OZ	771	\$	44.57	\$	44.57	\$	46.39	\$	46.39	7/1/2025	6/30/2026
134814	38399	BAGELS MINI CINN CRMY CHS IW	PILLSBURY	CS	7/2/2.43OZ	43	\$	44.57	\$	44.57	\$	46.39	\$	46.39	7/1/2025	6/30/2026
141180	110978000/691179	TST CRNCH SOFT FILLED CINN IW	PILLSBURY	CS	7/2/2.36OZ	43	\$	44.57	\$	44.57	\$	46.43	\$	46.43	7/1/2025	6/30/2026
143752	12317	PULL APART ITALIAN CHS GARLIC	PILLSBURY	CS	7/2/3.88OZ	586	\$	70.86	\$	70.86	\$	73.19	\$	73.19	7/1/2025	6/30/2026
154278	SW3041932	TELERA BULK WG	SWEET SHELL	CS	100/2.5OZ	87	\$	71.50	\$	71.50	\$	72.94	\$	72.94	7/1/2025	6/30/2026
154324	SW1704202W120	STRAWBERRY ELOTE IW WG	SWEET SHELL	CS	120/3.0OZ	176	\$	85.91	\$	85.91	\$	87.64	\$	87.64	7/1/2025	6/30/2026
252678	0S1001Q0698	PASTA PENNE RIGATE	BAY VALLEY FOODS	CS	2/10LB	0	\$	41.40	\$	41.40	\$	42.24	\$	42.24	7/1/2025	6/30/2026
149734	159072	HUMMBURGER HUMMUS BURGER WG IW	EFG ELYSIUM FOOD GROUP	CS	7/2/5.4OZ	8	\$	122.95	\$	122.95	\$	125.43	\$	125.43	7/1/2025	6/30/2026
410040	2265589202	TURKEY HAM SLICED UNCURED FC	BUTTERBALL	CS	12/1.5LB	0	\$	95.04	\$ (43.67)	51.37	\$	96.96	\$ (25.92)	71.04	7/1/2025	6/30/2026
410055	2265589204	TURKEY THIGH ROAST*	BUTTERBALL	CS	3/5-6.5LB	47	\$	79.10	\$ (37.96)	41.14	\$	80.69	\$ (25.89)	54.80	7/1/2025	6/30/2026
409826	56210 35101-2	FRIES SPICY 3/8* STRT CUT	CAVENDISH FARMS	CS	6/4.5LB	1348	\$	37.88	\$ (7.70)	30.18	\$	40.22	\$ (8.38)	31.84	7/1/2025	6/30/2026
410211	56210-05307	FRIES STRAIGHT CUT LS 3/8*	CAVENDISH FARMS	CS	6/5LB	13	\$	40.00	\$ (8.56)	31.44	\$	43.88	\$ (9.32)	34.56	7/1/2025	6/30/2026
410212	56210-05361	FRIES STRT CUT 3/8* CRISPTOGO	CAVENDISH FARMS	CS	6/4.5LB	732	\$	45.77	\$ (7.70)	38.07	\$	46.69	\$ (8.38)	38.31	7/1/2025	6/30/2026
410213	14869-30216	FRIES PRAIRIE 1/2* OVEN CRNL	CAVENDISH FARMS	CS	6/5LB	6	\$	36.88	\$ (8.56)	28.32	\$	39.22	\$ (9.32)	29.90	7/1/2025	6/30/2026
258437	8.59278E+11	RICE PARBOILED BROWN	SUPREME RICE	SK	25LB	140	\$	28.10	\$	28.10	\$	28.76	\$	28.76	7/1/2025	6/30/2026
400980	284028	PRE COOKED TURKEY TACO MEAT	JENNIE O	CS	4/7LB	0	\$	116.18	\$ (46.46)	69.72	\$	118.52	\$ (45.31)	73.21	7/1/2025	6/30/2026
400984	284728	PRE COOKED SHRED TURKEY GRAVY	JENNIE O	CS	4/7LB	0	\$	111.58	\$ (33.60)	77.98	\$	113.83	\$ (32.52)	81.31	7/1/2025	6/30/2026
400996	285628	PRE COOKED TURKEY TACO MEAT	JENNIE O	CS	4/7LB	364	\$	112.47	\$ (46.46)	66.01	\$	114.74	\$ (45.30)	69.44	7/1/2025	6/30/2026
401000	613203	PATTY TURKEY SAUSAGE FC	JENNIE O	CS	160/1.02OZ	605	\$	55.21	\$ (15.89)	39.32	\$	56.32	\$ (15.44)	40.88	7/1/2025	6/30/2026
403763	230324	PRE SLICED BROWNED TRKY STEAK	JENNIE O	CS	4/6.17LB	154	\$	156.69	\$ (40.72)	115.97	\$	159.84	\$ (39.48)	120.36	7/1/2025	6/30/2026
404499	256821	ALL NATURAL UNCURED TRKY HAM	JENNIE O	CS	6/2LB	118	\$	60.89	\$ (20.64)	40.25	\$	62.12	\$ (20.04)	42.08	7/1/2025	6/30/2026
405597	613810	PATTY TRKY BRKFST SAUS	JENNIE O	CS	137/1.17OZ	2	\$	55.34	\$ (17.74)	37.60	\$	56.46	\$ (17.30)	39.16	7/1/2025	6/30/2026
409969	119356	HAM CANADIAN SLCD	JENNIE O	CS	25LB	2	\$	121.23	\$ (43.84)	77.39	\$	123.67	\$ (42.75)	80.92	7/1/2025	6/30/2026
410089	33038	TURKEY CHORIZO SAUS CRUMBLE FC	JENNIE O	CS	8/5LB	59	\$	209.97	\$ (64.77)	145.20	\$	214.20	\$ (63.16)	151.04	7/1/2025	6/30/2026
410225	131053	TURKEY BARBACOA DARK	JENNIE O	CS	4/5LB	178	\$	101.46	\$ (32.11)	69.35	\$	103.50	\$ (31.31)	72.19	7/1/2025	6/30/2026



GOLD STAR FOODS

June 5, 2025

Monrovia Unified School District
325 East Huntington Drive
Monrovia, CA 91016

Re: Extension Offer for RFP #703 Produce Products

Gold Star Foods, Inc. is awarded the contract to Oxnard Union High School District in accordance with your bid mentioned above. The term of that original contract is July 1, 2025 through June 30, 2026. The contract may be extended for an additional two [2] one-year periods in accordance with California Education Code, Sections 17596 (K12) and 81644 (Community Colleges).

Gold Star Foods would like to offer the “piggyback” option of this contract for the 2024-2025 school year and extend our pricing effective July 1, 2025, through June 30, 2026, in accordance with the contract terms and conditions:

Oxnard Union HSD Contract

Documents: <https://app.box.com/s/tc4zzxhtb8s1mywo4foompjb22lykuak>

At your convenience, please confirm by signing below and return to our office via email or mail.

We sincerely appreciate this opportunity and continuing partnership. We look forward to supporting your district and work endlessly towards a successful school year.

Thank you,

Amber Alderson
Senior Director – National Bids & Contracts

Acceptance:

Signature

Title

Paula Hart Rodas, Superintendent

6-25-25

Date

THE School Nutrition Supply Chain™

(800) 540-0215 | goldstarfoods.com | @goldstarfoods
2855 E Guasti Rd, 6th floor // Ontario, CA 91761





GOLD STAR FOODS

OXNARD UNION HIGH SCHOOL DISTRICT

REQUEST FOR PROPOSALS

703 PRODUCE PRODUCTS

DUE DATE: MAY 1, 2025 @ 2:00 P.M. (PST)

GOLD STAR FOODS BID RESPONSE ENCLOSED

THE School Nutrition Supply Chain™

(800) 540-0215 | goldstarfoods.com |   @goldstarfoods

2855 E Guastl Rd, 6th floor // Ontario, CA 91761



A GS Foods Group
Company



GOLD STAR FOODS

May 1, 2025

Deanna Rantz – District Purchasing Director
Oxnard Union High School District
1800 Solar Drive
Oxnard, CA 93030

Dear Ms. Rantz,

Gold Star Foods, Inc. (Gold Star) is pleased to present the following offer to Oxnard Union High School District in response to Request for Proposal No. 703 Produce Products. Leveraging our 46+ years of School Nutrition Supply Chain expertise, our services expressly meet the objectives outlined in this solicitation. Our Fresh Produce Program has grown to be the largest system for School Nutrition in the United States. This growth and school district adoption has happened with a commitment in Farmer Partnerships, Forwarding Contracting and Committed Logistics. We can offer a specific custom system for your department(s), meeting your student customers’ needs and your department’s budgetary requirements.

The successful model that Gold Star utilizes exceeds what is required in this Request for Proposal. Specifically, Gold Star provides:

- Small Business, Minority-Owned, Woman-Owned and Disadvantaged Farmers** - While Gold Star is not a small business, we currently partner with Small, Local, and Women Owned , Veteran and Disadvantaged businesses. Gold Star Foods actively seeks out partnerships with MWDVBE businesses, aiming to create mutually beneficial relationships that contribute to a more equitable marketplace. Gold Star Foods supports promoting diversity in the business community, aligning with the values of social responsibility and inclusiveness. Gold Star Foods believes that a diverse supplier base not only enriches the quality of its offerings but also contributes to a more resilient and sustainable business environment. Below represents the number of partner classes we currently work with:

CALIFORNIA	
SMALL BUSSINESS	42
MINORITY/SOCIALLY DISADVANTAGED OWNED	31
WOMAN OWNED	19
VETERAN OWNED	5
FAMILY OWNED	47

Please see MWDVBE partner list enclosed.

- Customer Service and References:** As evidenced by our experience and Customer References, our dedicated Customer Experience and Support Staff are trained on specific aspects of the school meal programs (meal pattern compliance, USDA Foods, Smart Snacks, Buy American,

THE School Nutrition Supply Chain™

(800) 540-0715 | goldstarfoods.com | @goldstarfoods
2855 E Guasti Rd, 6th floor // Ontario, CA 91761





GOLD STAR FOODS

Local Food Grants etc.) As a School Nutrition *only* distributor all aspects of supply, fulfillment and delivery are managed by leveraging the latest technology. Our Customer Experience and Field Staff are always available to manage district and delivery needs.

- **Local Sourcing and Traceability:** Gold Star strives to source all items locally before moving to domestic and foreign sources. This allows all district partners to be compliant with Buy American provisions as well as meet Local Sourcing initiatives. Through these partnerships, we have the ability to identify both the farms and the farmers with whom we partner. Our food safety and traceability processes ensure that the products sourced from local and small business partners meet safety standards and minimize risk to school districts. Gold Star has also implemented reporting tools to seamlessly track grant compliance including Point of Origin and Buy American data.

Gold Star bridges the gap between sustainable farming and school menus by building local farm-to-table partnerships and assisting schools with grants, all with full supply chain transparency.

- Gold Star currently works with over 50 farms in California—a number that continues to grow.
- For SY24-25 thus far, Gold Star has helped schools procure over 11.2+ million pounds of grant-compliant items from local small farms and businesses.
- Gold Star understands the complexities of grants – implementing systems, online tools/reports, and items to meet the opportunity.
 - Local sourcing, grant support & comprehensive sustainability programs
 - Local sourcing newsletter
 - Local farmer/producer profiles
 - Over 205 grant compliant items available
- Gold Star has implemented a comprehensive traceability system to ensure the accurate tracking and labeling of locally grown produce, reinforcing our commitment to transparency, sustainability, and local purchasing.
- Each batch of inbound product is tagged with detailed origin information, including the farm name, location, miles from destination and date of harvest. This information is meticulously linked to its corresponding destination within our supply chain, covering every stage from processing to final delivery.

Gold Star's Local Sourcing Program now empowers customers with enhanced traceability, allowing them to track items back to their point of origin by Country, State, and zip code, all included on invoices, ensuring greater transparency.

These features are designed to make sourcing and administrative tasks simpler, faster, and more efficient for our customers:

- *Ensuring greater transparency*
- *Sales Order numbers streamlining the process*

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- Apply for grants and claims with Local State Agencies like the CDE, CDFA, etc.

Invoice with Point of Origin

LT #	LT #	LT #	LT #	LT #	LT #	LT #	LT #
LT #	LT #	LT #	LT #	LT #	LT #	LT #	LT #
10	1	100100	SPINACH-CHEESED AC 1M	8			
10	1	100100	FRESH PRODUCE	8			
10	1	100100	PLUM (DRY) (US) (CANS)	8			
10	1	100100	PLUM (DRY) (US) (CANS)	8			
10	1	100100	CARROT BABY IN 100100	8			
10	1	100100	FRESH PRODUCE	8			

Point of Origin Report

Family Owned	Yes	City State Zip	USACAS3203
Business	Yes	Code of Origin	USACAS4952
	Yes		
	Yes		

- **Buy American Compliance:** The USDA’s Final Rule introduced limits on non-domestic food purchases with a cap of 10% beginning in SY 2025-2026.
 - Gold Star’s NEW cutting-edge reporting ensures customers comply with Buy American provisions while also achieving their National and Local Sourcing objectives and reporting needs (sample below).
 - The Gold Star Foods Buy American report includes the following data: **Invoice Number, Invoice Date, Source, Product Description, Food Component, Origin, Unit, Price, Quantity and Total Amount.**

Gold Star Foods Buy American Sales Report

Start Date: 12/9/2024
End Date: 12/28/2024

Invoice Number	Invoice Date	Source	Product Description	Food Component	Domestic or Non Domestic	Unit	Price Per Unit	Number of Units	Total Amount
8223382	12/10/2024	Gold Star Foods	100% VEG FRIED RICE WG	DRY GROCERY	Domestic	CS	\$25.00	4	\$100.00
8223382	12/10/2024	Gold Star Foods	CHC 100% MANDARIN ORNG WG	FROZEN GROCERY	Domestic	CS	\$25.00	2	\$100.00
8243574	12/16/2024	Gold Star Foods	CRAISINS DRIED CRANBERR-CHERRY	DRY GROCERY	Domestic	CS	\$25.00	20	\$100.00
8248840	12/18/2024	Gold Star Foods	APPLESAUCE CUP NATURAL	DRY GROCERY	Domestic	CS	\$25.00	10	\$100.00
8237292	12/13/2024	Gold Star Foods	RF COOKIE CHOC CHIP WG RV	BAKERY	Domestic	CS	\$25.00	3	\$100.00

- **Food Safety – HACCP Plan and Plant Security** Food security and safety are critical for every food service establishment. School districts are responsible for establishing and verifying systems that ensure these standards are met. Gold Star has implemented extensive measures to comply with all relevant regulations while serving as an extension of your program. For a seamless solution, suppliers and school districts must work together with verified, tested, and proven systems.
 - Gold Star Certification:** Gold Star is a certified Safe Quality Food (SQF) Level II facility (visit [SQFI](#)). This certification represents some of the most stringent food safety guidelines in the industry, aligning with the Global Food Safety Initiatives.
 - Regulatory Compliance:** Our certification ensures full compliance with the updated standards of the Food Safety Modernization Act (FDA-2011-N-0921). Additionally, our processes are regularly overseen by the U.S. Department of Agriculture and the Food & Drug Administration.
 - Drug Testing, Fingerprinting, and Background Checks:** Safety begins at the time of employment. Gold Star ensures that each team member hired understands the importance of protecting the children that we serve. Every employee within the organization is required to pass a comprehensive drug test and pass a criminal background check. In addition, all of

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Gold Star's drivers must be fingerprinted and pass an additional background check with the Department of Justice before being hired.

- d) **Your Advantage:** When you partner with Gold Star, your district effectively becomes an extension of our Food Safety & Recall platform, benefiting from all the advantages and rigorous standards we uphold.

Gold Star Foods monitors recall notifications from FDA, USDA, and Manufacturers 24/7. All recalls are considered most critical (Class 1) which require immediate action and mandatory hold and withdrawal of product. Reclassification only occurs once confirmed documentation is received by supplier

- **Mock recalls** are performed once per quarter to test the speed and accuracy of our recall response process. (We recommend this process in conjunction with our School Agencies quarterly as well)
- **Product Traceability** – SQF Program to fully comply with the Food Safety Modernization Act
- **Safety and Sanitary Facility and Equipment Maintenance**
 - On-going equipment maintenance and safety inspections
 - Facility Refrigeration is managed weekly by third-party certified partners
 - Fleet Refrigeration unit service (by service hours) and monitored through documentation daily
 - Visual damage identification and repair (if applicable)
 - Truck Cleaning & Sanitation Company that thoroughly sanitizes and cleans the outside and cargo areas of the fleet every 2 weeks.
- **Experience and Competence:** Gold Star has been in business and dedicated solely to supplying our school partners for 47 years. Unlike companies that split their focus, we are 100% dedicated to schools, ensuring they receive top priority in service, support, and resources. As the largest K-12 school-dedicated solutions provider in the nation, we partner with eight (8) State Agencies and over 5,100 school districts to support the service of over 8.5 million meals per day.

As a school-only solutions provider, our experience and knowledge in the Child Nutrition Programs and USDA Foods Programs are second to none. These programs are complex and require a significant amount of administrative oversight at the district level. Always striving to be a leader in this industry, Gold Star has dedicated considerable time and resources to learn about the complexities of the Child Nutrition Program and developing systems to ensure accurate management, compliance and reporting. With these systems in place, Gold Star quickly became recognized as a solution for schools requiring daily management of their Child Nutrition Program.

- **USDA Foods Management** - Developed over 13 years, Gold Star has the only complete Supply Chain System for School Nutrition that manages all aspects of this segment.
 - Proprietary technology that handles USDA Transactions for 35% of the entitlement in the US. Data housed in the system is formatted for your members to leverage analysis & reports through our online portal 24/7.

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- The system and supply chain capabilities enable your members to realize >100% Entitlement Utilization (reports in proposal)
- Gold Star has a dedicated USDA Foods Management Department to assist your staff plan annual diversions, utilization to maximize participation, leveraging entitlement dollars.
- **Forecasting Tools** - In 2024, Gold Star initiated a forecasting system to better anticipate inventory needs of customers. Working with suppliers in advance of manufacture to ensure appropriate supply to your schools.
- **Inventory Management** - All inventory is tracked through an extensive system that tracks individual cases from receipt, storage and site/date specific delivery in real time. Such a system is mandatory for all recall platforms. (Additional materials provided)
- **Technology Solutions:** Gold Star is widely considered the national leader in providing value added services and technology solutions for school foodservice operations. Gold Star has dynamic on-line ordering and reporting systems. Full access to the Gold Star online website provides the ability to easily view and print reports in real time. The secure website is accessible using unique username(s) and password(s). The following reports and tools are available 24 hour per day and are exportable into Excel, PDF, and XML.
 - **Order Management**
 1. [Order Entry via customizable order guide or fast order entry](#)
 2. [Review of open orders](#)
 3. [Invoice/Credit History](#)
 4. [Customizable order guide development and maintenance](#)
 5. [Security driven permissions for site level staff](#)
 6. [Listing of all offered SKUs](#)
 - **Forecasting**
 1. [Customer Usage by Vendor](#)
 2. [Customer Site Usage by Item](#)
 3. [USDA Foods Usage](#)
 - **Program Compliance**
 1. [Meal Pattern Contribution \(K-12 Specific requirements\)](#)
 2. [Product Nutritional/Product Formulations Statements](#)
 3. [Allergen Information](#)
 4. [Buy American](#)
- **Reliable, On-time Delivery:** Gold Star Foods powers a fleet of Multi-temp trailers, all equipped with lift-gates to accommodate various delivery types. All drivers receive School Nutrition Education, all trucks are electronically routed and monitored and all have Video Recording to monitor activity.
 - All Drivers use Electronic Proof of Delivery Systems (POD) to make delivery efficient and expedite any potential credits.

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- All inventory is tracked through an extensive system that tracks individual cases from receipt, storage, and site/date specific delivery in real time. Such a system is mandatory for all recall platforms. (Additional materials provided)
- Transportation combines state of the art routing technology and driver cameras outfitted on each truck.
- With two facilities in CA, Gold Star has the capabilities to ensure your districts' supply needs are met.

Gold Star is uniquely positioned as a K12 dedicated service provider and makes every effort to fulfill orders in their entirety and/or achieving a service rate of 98.5%. Gold Star tracks fill/service rates on a weekly basis.

- **Business Responsibility and Sustainability:** We make every effort to ensure our company considers the principles of Sustainability in what we store & deliver, how we treat our people and as stewards of the environment.
 - Gold Star services over 24 States across the United States. Our company has financial and logistical resources to meet the districts sustained needs.
 - This was most evident during COVID where we continued to supply ALL customers with significantly reduced revenue with schools closed.
 - Social Responsibility
 - Since 2008, Gold Star has created >450 jobs across California. All employees receive full benefits and a 401K match.
 - Warehouse & Transportation are all represented through their union and a mutually agreeable Collective Bargaining Agreement.

We are confident in our ability to support Oxnard Union High School District with an innovative business model that will ensure your success utilizing an effective and efficient model without compromising the level of service expected in the school nutrition industry. We thank you for considering Gold Star for this opportunity.

Respectfully,

John Cho – E.V.P. of Revenue Management

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Product Return Policy

- **Inspection at the time of delivery with the driver and customer is the best way to avoid issues.** All item(s) delivered should be counted, verified as the correct item, and free from visible damage.
 - **Damaged items should be placed back on the truck.**
 - **Incorrect items should be placed back on the truck.**
 - **Extra cases should be placed back on the truck.**All discrepancies must be noted on the invoice and signed by district/agency personnel.

Discrepancies found after the delivery, should be reported within 24 hours – Gold Star team members will review each circumstance and provide direction on next steps.

If a quality issue is identified, please report it to your Customer Experience Specialist and provide the following information:

- District and site name
 - Invoice number and date
 - Item number, description, and quantity
 - Product date/code number/expiration date on package/bag/case
 - Please include product photos, damage of item, case/manufacturer label and Gold Star Foods label
- **Depending on the product quality issue, Gold Star Foods may be able to proceed with case/partial case credit and no return may be required.**
 - **Requests for a return of an item from a previous delivery require approval from our Customer Experience Department and must be reported within 24 hours of the time of delivery.** We can only consider pickup and credit for non-perishable items.
 - **Gold Star Foods will not accept returned cases that have been opened or altered in any way by the customer.** This policy includes cases that have been marked or written on. Products left out of our temperature control for any period cannot be returned for resale.

Thank you for your understanding and cooperation with this process. If you have any questions or concerns, please contact your Gold Star Foods Customer Experience Specialist.

Revised 4/14/2025

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Tariffs & Product Pricing

Dear Valued District Partner,

At Gold Star Foods, we remain committed to providing you with high-quality products at the best possible prices. However, we want to keep you informed about economic factors that may impact future pricing.

With the possibility of new or adjusted tariffs, there is uncertainty surrounding future costs. Tariffs are determined at the federal level, and Gold Star Foods has no control over their implementation or adjustments. In response, our vendors are actively reviewing raw material and ingredient costs to help manage these possible changes.

While we continue to work closely with our suppliers to minimize cost impacts wherever possible, we want to be transparent that pricing may vary as market conditions evolve. Our team will keep you updated on any significant changes that could affect your orders.

We appreciate your partnership and understanding.

Best regards,

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STATEMENT AND EXPLANATION OF PRICING

Gold Star is offering a fixed price proposal on all items requested. These fixed prices are guaranteed for the full term of the proposal. The prices are subject to change only in the event of extreme conditions considered to be Acts of God and Force Majeure. Examples would be floods, hurricanes, and freezes, global supply chain changes, and inflationary situations that would affect the normal pricing of products. Any request for a change in price is made with prior communication to the district.

We know this method of pricing is transparent and easy to audit. Fixed-term pricing removes the need for cross-checking invoices and calculating actual sell prices as they are submitted and changing. Our proposal allows the district the benefit of fixed food costs for menu planning. When considering our proposal, the need for additional resources and information (invoices) used to perform price audits and changes are not required.

Gold Star Foods, Inc. (Gold Star) uses our landed costs as the basis for calculating all fixed fee delivery prices. Our landed cost is determined as either:

- (a) The total amount paid for by Gold Star on the manufacturers invoice when the foods are delivered directly to Gold Star's Ontario facility by the manufacturer or designated logistics company, or
- (b) The total amount paid for by Gold Star on the manufacturers invoice plus the freight cost incurred by Gold Star when our driver/truck pick-up the foods at the manufacturers' facility or their secondary cold storage facility

Our pricing model is based on distribution for all the districts in this RFP considering additional multi-category purchases which provides the lowest cost for distribution. To determine fixed fee pricing, we consider all aspects of our costs including:

- Fair wages and benefits for all Warehouse Personnel, Truck Driver(s), and Office Staff
- Costs of transport (Trucks, Insurance, Fuel, Maintenance)
- Warehouse and facility costs
- Technology
- Quality Assurance and Food Safety Systems/Certifications
- Vendor selection, vetting, management, and oversight

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GOLD STAR FOODS

Gold Star Foods, Inc. – Minority Owned Partners

Name	City	State
ARDELLAS	CARSON	CA
LA TAPATIA TORTILLERIA	FRESNO	CA
TABATCHNICK FINE FOOD INC	SOMERSET	NJ
ROMEROS FOOD PRODUCTS	SANTA FE SPRINGS	CA
TRUE NATURAL FOODS	SANTA ANA	CA
SIERRA PRODUCE	TUSTIN	CA
HORIZON MARKETING	VISALIA	CA
CREATIVE FOOD INNOVATIONS	CARLSBAD	CA
ELSAS BAKING COMPANY	PACOIMA	CA
TRINITY DISTRIBUTION INC	MAYWOOD	CA
GOURMET TREATS BAKING CO INC	TORRANCE	CA
MRS KLEINS PICKLE CO	PHOENIX	AZ
OLE MEXICAN FOODS INC	NORCROSS	GA
INTERNATIONAL FOOD SOLUTIONS	OVIEDO	FL
BRISA RANCH LLC	PESCADRO	CA
AV THOMAS PRODUCE	LIVINGSTON	CA
SWEET VALLEY PRODUCE INC	MERCED	CA
RUIZ FOODS	DINUBA	CA
CHEFS CORNER	SOUTHLAKE	TX
GREEN BELLIES HOLDING CORP dba GREEN BELLIES	AMBIER	PA
LEAF INTERNATIONAL	SANTA CLARITA	CA
DANIELS WESTERN MEAT PACKERS	PICO RIVERA	CA
LA FORTALEZA, INC	LOS ANGELES	CA
SHANLEY FARMS	MORRO BAY	CA
FILL MY RECIPE LLC DBA FLAVOR TEMPTATIONS	MADISON	WI
ALICIAS TAMALES LOS MAYAS	HAYWARD	CA
EARLY BIRD FARM AND MILL	WILSEYVILLE	CA
LOCAL BOUNTY DBA REAL GOOD FISH	MOSS LANDING	CA
DAVIDS COOKIES	CEDAR GROVE	NJ

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GOLD STAR FOODS

Gold Star Foods, Inc. – Small Business Partners

Name	City	State
ARDELLAS	CARSON	CA
DAVES BAKING COMPANY	SANTA MONICA	CA
ARIZONA GOLD	PHOENIX	AZ
ROSATI INC	CLIFTON HEIGHTS	CA
FAT CAT SCONES	SACRAMENTO	CA
FIESTA SANTA FE	MONTEREY PARK	CA
INTEGRATED FOOD SERVICE	GARDENA	CA
JTM FOODGROUP	HARRISON	OH
THE LANGLOIS COMPANY	MIRA LOMA	CA
LA TAPATIA TORTILLERIA	FRESNO	CA
SPIRITED FOODS	WESTLAKE VILLAGE	CA
JACK LORD	YORBA LINDA	CA
TABATCHNICK FINE FOOD INC	SOMERSET	NJ
SUPERIOR QUALITY PRODUCTS	SCOTIA	NY
TONY ROBERTS COMPANY	FULLERTON	CA
RW ZANT CO	LOS ANGELES	CA
TRUE NATURAL FOODS	SANTA ANA	CA
O TASTY FOODS	CITY OF INDUSTR	CA
SIERRA PRODUCE	TUSTIN	CA
GREAT WEST PRODUCE INC	COMMERCE	CA
HORIZON MARKETING	VISALIA	CA
KERN RIDGE GROWERS LLC	ARVIN	CA
SQUARE H BRANDS INC	LOS ANGELES	CA
CREATIVE FOOD INNOVATIONS	CARLSBAD	CA
ELSAS BAKING COMPANY	PACOIMA	CA
PITMAN FARMS	SANGER	CA
NU HEALTH FOODS LLC	COMPTON	CA
BERBER FOOD MANUFACTURING INC	SAN LEANDRO	CA
C G ROXANE	OLANCHA	CA
GOURMET TREATS BAKING CO INC	TORRANCE	CA
MARIN SUN FARMS INC	PETALUMA	CA
TRINITY FRUIT COMPANY INC	FRESNO	CS
MRS KLEINS PICKLE CO	PHOENIX	AZ
LINDYS HOMEMADE LLC	CHARLOTTE	NC

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PRIMAVERA MARKETING INC	LINDEN	CA
BRISA RANCH LLC	PESCADRO	CA
SWEET VALLEY PRODUCE INC	MERCED	CA
CHANNEL FISH PROCESSING CO INC	BRAINTREE	MA
GREEN BELLIES HOLDING CORP dba GREEN BELLIES	AMBIER	PA
FOUR IN ONE CO INC	SAN JOSE	CA
SCULLY PACKING CO LLC	FINLEY	CA
PORTLAND PLANT FOODS INC DBA BETTER BEAN	WILSONVILLE	OREGON
MOUNTAIN PINE CORP	SAN LEANDRO	CA
LEAF INTERNATIONAL	SANTA CLARITA	CA
PLANETARIANS	HAYWARD	CA
LA FORTALEZA, INC	LOS ANGELES	CA
SHANLEY FARMS	MORRO BAY	CA
FILL MY RECIPE LLC DBA FLAVOR TEMPTATIONS	MADISON	WI
ALICIAS TAMALES LOS MAYAS	HAYWARD	CA
PERMANENT FOOD SYSTEMS	FRIDAY HARBOR	WA
EARLY BIRD FARM AND MILL	WILSEYVILLE	CA
LOPES FAMILY FARMS LLC	PRINCETON	CA
LOCAL BOUNTY DBA REAL GOOD FISH	MOSS LANDING	CA
DARLINGTON	INDIANAPOLIS	IN
DAVIDS COOKIES	CEDAR GROVE	NJ

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Gold Star Foods, Inc. – Veteran Owned Partners

Name	City	State
ARDELLAS	CARSON	CA
ROSATI INC	CLIFTON HEIGHTS	CA
HORIZON MARKETING	VISALIA	CA
KINGSBURG ORCHARDS	KINGSBURG	CA
CREATIVE FOOD INNOVATIONS	CARLSBAD	CA
DOUBLE DATE	COACHELLA	CS
FOUR IN ONE CO INC	SAN JOSE	CA

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Gold Star Foods, Inc. – Women Owned Partners

Name	City	State
DAVES BAKING COMPANY	SANTA MONICA	CA
ARIZONA GOLD	PHOENIX	AZ
LA TAPATIA TORTILLERIA	FRESNO	CA
SPIRITED FOODS	WESTLAKE VILLAGE	CA
TABATCHNICK FINE FOOD INC	SOMERSET	NJ
TRUE NATURAL FOODS	SANTA ANA	CA
MEXILINK INCORPORATED	HOUSTON	TX
CREATIVE FOOD INNOVATIONS	CARLSBAD	CA
FIVE STAR GOURMET FOODS	ONTARIO	CA
GOURMET TREATS BAKING CO INC	TORRANCE	CA
MARIN SUN FARMS INC	PETALUMA	CA
MRS KLEINS PICKLE CO	PHOENIX	AZ
OLE MEXICAN FOODS INC	NORCROSS	GA
PROVENDER BRANDS LLC dba DEEPLY ROOTED	CANNON FALLS	MN
BRISA RANCH LLC	PESCADRO	CA
SWEET VALLEY PRODUCE INC	MERCED	CA
RUIZ FOODS	DINUBA	CA
GREEN BELLIES HOLDING CORP dba GREEN BELLIES	AMBIER	PA
KELLOGG SALES COMPANY FROZEN	PASADENA	CA
NATIONAL RAISIN CO	FOWLER	CA
LEAF INTERNATIONAL	SANTA CLARITA	CA
LA FORTALEZA, INC	LOS ANGELES	CA
SHANLEY FARMS	MORRO BAY	CA
FILL MY RECIPE LLC DBA FLAVOR TEMPTATIONS	MADISON	WI
ALICIAS TAMALES LOS MAYAS	HAYWARD	CA
EARLY BIRD FARM AND MILL	WILSEYVILLE	CA
BREAD ARTISAN BAKERY	SANTA ANA	CA
LOCAL BOUNTY DBA REAL GOOD FISH	MOSS LANDING	CA

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Local Sourcing Report



FS Report

Source DB: GSF

Location: CSF

Date Range: 3/1/2024 - 3/31/2024

Include Only Items with Item Spec: Local Food for Schools Program

Report Generated: 4/9/2024 11:41 AM

Page: 1 of 1

Item	Customer Name	Item No	ES Item Yes or No	Description	Name	Pack Size	Manufacturer Item No	Gross Weight	Net Weight	Sales Quantity	Unit Price	Total Spend	Certified Organic	Small Business	Minority Owned	Woman Owned	Veteran Owned	Black Owned	Family Owned	City State Zip Code of Origin
0	School	800592	YES	CARROT BABY 50/2.5OZ	GRIMMWAY ENTERPRISE INC	50/2.5OZ	800592	10	7.8	13			No	No	No	No	No	No	No	USAC453307
0	School	820045	YES	ORANGES 113CT	HORIZON MARKETING	40LB	820045	43.75	40	10			No	Yes	Yes	No	Yes	Yes	No	USAC453291
0	School	820047	YES	ORANGES 130CT	HORIZON MARKETING	40LB	820047	43.75	40	12			No	Yes	Yes	No	Yes	Yes	No	USAC453291
0	School	820053	YES	PEARS GREEN OR RED 135-150CT	SCULLY PACKING CO LLC	36-40LB	820053	45.25	36	28			Yes	Yes	No	No	No	No	Yes	USAC455485
0	School	820154	YES	CARROT SHREDDED 4/5#	WMI BOLTHOUSE FARMS INC	4#5LB	820154	21	20	1			No	No	No	No	No	No	No	USAC453306
0	School	820156	YES	CARROT SHREDDED 5#	WMI BOLTHOUSE FARMS INC	5LB	820156	5.06	5	34			No	No	No	No	No	No	No	USAC453306
0	School	820174	YES	ROMANE CHOPPED 6/2LB	TAYLOR FARMS CALIFORNIA INC	6/2LB	820174	12.8	12	4			No	No	No	No	No	No	No	USAC453306
0	School	820188	YES	CARROT BABY 17/100/3OZ	GRIMMWAY ENTERPRISE INC	100/3OZ	820188	21.7	18.75	108			No	No	No	No	No	No	No	USAA453365
0	School	820248	YES	TOMATOES 5KG	WESTERH REPACKING	20LB	820248	21	20	2			Yes	No	No	No	No	No	Yes	USAC453307
																				USAC453306





local **PARTNER** profile



mindfulmeats.com

KNOWING THE ORGANIC COWS WE RAISE GO TO FEED PUBLIC SCHOOL CHILDREN IN CALIFORNIA
makes all the work worth it!



Mindful Meats is Certified USDA Organic with MOCA (Marin Organic Certified Agriculture). Their commitment to the holistic approach to animal husbandry and land stewardship means the entire supply chain of Mindful Meats is organic, from everything that goes into the cow like pasture, feed, and mineral supplements, to the harvest process and handling of the beef. Increased access to clean, organic beef for public school lunches is at the heart of Mindful Meats' mission, and in the fall of 2015, Mindful Meats supplied all of Oakland Unified School District's 30 schools with their first meal. In 2016, they expanded to include the Pittsburg Unified School District, offering their beef at cost to fit budgets and answer their mission of increasing access to clean beef for growing children.

COMPANY *snapshot*

- ✓ Certified Organic
- ✓ Small Business Enterprise
- ✓ Woman Owned
- ✓ Family Owned
- ✓ Available for Farm Tours
- ✓ Available for Speakers at Schools

Mindful Meats cows spend their entire lives grazing the sweet, floral grasses of Sonoma County in Northern California. They live full lives with over eighty-percent of their diet coming from pasture, the other twenty-percent balanced with organic silage, alfalfa, and grains. They're proud to say that their cows are sourced from some of the leading farmers in sustainable and humane dairy production.



Reach out today for more information about our partners!

(800) 540-0215

info@goldstarfoods.com





local **PARTNER** profile



14322 Di Giorgio Road
Arvin, CA 93203
Kernridge.com

CARROT CHAMPIONS for more than 50 years!

Catering to our customers' produce needs allows us to prove our ongoing dedication to their success.

Providing fresh produce to schools allows us a unique opportunity to support the development of healthy eating habits within the student populations across North America. The results of these efforts are children with longer, healthier lives that are lifelong consumers of fresh produce, benefiting from all of the attributes.



“We provide fresh, top-quality product, 52 weeks a year with exceptional service and agility.”

COMPANY *snapshot*

- ✓ Certified Organic
- ✓ Certified Kosher
- ✓ Small Business Enterprise
- ✓ Produce Grower

OUR OFFERINGS INCLUDE:

Conventional Carrots
Cut & Peeled Baby Carrots
Organic Carrots

Oranges
Green Bell Peppers



Reach out today for more information about our partners!

(800) 540-0215

info@goldstarfoods.com





local PARTNER profile

Herrera Farms
C&J Fruit Packing
C&J Cold Storage
Del Rey, CA

A CHILD'S REACTION TO GOOD FRUIT IS

priceless



Herrera Farms, C&J Fruit Packing, and C&J Cold Storage are family-owned and operated businesses. The "C&J" stands for Cecilia and Javier Herrera, a young couple who moved to California in search of a better life. Two years after their arrival, they welcomed their son Jose, followed by their daughters Araceli and Karina.

In 1990, they sold their few possessions, borrowed from relatives and friends, and purchased a 20-acre farm. Since then, they have expanded their operations, adding more acreage, a packing house, and most recently, a cold storage facility. Cecilia and Javier continue to manage the day-to-day operations alongside all three of their children, with hopes that their grandchildren will soon join the family business.

The Herrera family has many relatives and friends who work with children, fostering a close-knit, community-oriented environment. This strong sense of connection and care translates into the production of delicious fruits and vegetables.

COMPANY snapshot

- ✓ Minority Owned
- ✓ Family Owned
- ✓ Grower, Packer, Shipper
- ✓ Global Cap Certificate
- ✓ Small Business
- ✓ Available for Speakers at Schools
- ✓ Available for Small Group Tours

The Herrera family has numerous relatives and friends who work with children, fostering a strong sense of connection to the youth. This closeness is reflected in the abundance of delicious fruits and vegetables they produce.

Peaches // Nectarines // Plums // Vegetables



Reach out today for more information about our partners!

(800) 540-0215

info@goldstarfoods.com





The Promise of a **SUSTAINABLE FUTURE**



Gold Star Foods is once again at the forefront of progress with our **GROWING FORWARD** initiative.

We created **Growing Forward** to support our partners' needs with sustainable solutions for food, logistics and product sourcing. Our plan currently includes actionable items for both **Farm to School** and **Good Food Procurement** categories that benefit everybody involved, and for generations to come.

FARM TO SCHOOL

- » Sustainably Locally-Sourced Nutritious Meals
- » Community Connection with Local Farms from Small, Minority, Under-Served Farms, etc.
- » Meet the Farmer Opportunities
- » Mini-Farmers Market Opportunities

GOOD FOOD PROCUREMENT

- » Local Economies
- » Environmental Sustainability
- » Valued Workforce
- » Animal Welfare
- » Community Health and Nutrition
- » Equity Accountability, and Transparency

HOW WE CAN HELP

FRONT-END SETUP

- » Local Products based on Zip Code
- » Women/Minority/Family Owned
 - » Small Business Enterprise
 - » Disability/Veteran Owned

BACK-END REPORTING

- » Grant(s) Purchase History
- » Identify qualifying items
- » NAV Data Maintenance
- » Customer/Sales Support for all resources needed
- » Customer Grant Usage reports (Sustainability report)



BRINGING SUSTAINABILITY TO LIFE

It's our goal to assist schools in grant access, supply chain transparency and sourcing sustainable products from a variety of manufacturers, processors, bakeries and produce suppliers. To accomplish this, we've put a few key pieces in motion:

- » Increasing healthy food offerings at school
- » Raising awareness about health and nutrition
- » Getting students to try new fruits & vegetables
- » Teaching students about local agriculture
- » Improving the health curriculum
- » Leveraging our logistics expertise
- » Creating a system increasing access while reducing costs and environmental impact

Contact your CX Representative today, and lets Grow Forward together!

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GSF BY THE NUMBERS

Only **GOLD STAR FOODS** can reduce the complexities in your School Nutrition Program

There are numerous reasons Gold Star Foods is the largest School Nutrition Service Provider dedicated solely to K12.



5,199+

School Districts Supported



11,000+

K-12 Specific SKUs



126

CA School Districts Served
Fresh Bread by Gold Star



21

States in which
Gold Star Delivers



17

Years of Experience Procuring
and Delivering Fresh Produce
to School Districts



8.5

MILLION
Meals Per Day



\$450
MILLION

Annual USDA Entitlement



1.5

BILLION

Lunches Served Annually



795

Average Daily Produce
Deliveries



1,822

Schools Using Fresh Bread



18,213+

Sites Supported Every Week



AM or PM

Flexible Delivery Options
Including Night Drops

NATIONAL COVERAGE

Service Centers across the USA for full coverage, coast to coast.

47 YEARS' EXPERIENCE

Delivering to school districts.

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**GOLD STAR
FOODS**

The Gold Star DIFFERENCE



**Only Gold Star Foods can reduce the complexities
in your School Nutrition Program.**

Gold Star Foods is the largest K12 School Nutrition Service Provider dedicated solely to Schools. We understand your programs and deliver solutions to meet the demands of today. With over 47 years in the school food service business, we have designed a unique service system that:

- » Meets the growing complexities placed on school nutrition programs
- » Forms true partnerships with schools to help them exceed nutritional & student expectations
- » Achieves Program Compliance while providing a safe, valuable and reliable supply experience

GOLDSTAR BY THE NUMBERS



11,000+

K-12 Specific SKUs



5,199+

School Districts Supported



18,213+

Schools Supplied Every Week



**8.5
MILLION**

Meals Per Day



795

Average Daily Produce Deliveries



**\$450
MILLION**

Annual USDA Entitlement

PROGRAM COMPLIANCE

As a school-only service provider, Gold Star understands the unique needs of school districts and the growing demands placed on food and nutrition programs

WE PROUDLY SUPPORT SCHOOLS WITH ADMINISTRATIVE REVIEWS IN THESE AREAS:

- 1 Food Safety
- 2 Nutrition Quality & Meal Pattern
- 3 Procurement
- 4 USDA Foods
- 5 Resource Management
- 6 Fresh Fruit & Vegetable Program

GOLD STAR EXCELLENCE

As the standard of excellence in School Nutrition Food services, here are few of items that set us apart from the competition and fuel our passion. For a full list, reach out to one of our Customer Experience Specialists.

- » The Largest Service Provider in the nation dedicated solely to School Nutrition Food Services
- » Manages \$450M in entitlement dollars
- » Level 2 SQF Certification (highest for any School Nutrition Supply Chain Solutions Provider)
- » Unparalleled USDA Foods Program Management 
- » State of the art transportation network
 - OmniTracs - Transportation Management
 - DriveCams on all vehicles
- » Unmatched technology support
 - Online Ordering
 - USDA Foods Tracking
 - Electronic Data Transfers
 - Real-time entitlement tracking
 - Real-time tracking of bulk pounds

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Stay fresh with MONTHLY PRODUCE UPDATES

JUNE 2025



Gold Star Foods offers an abundance of fresh USA-grown produce at their seasons' peak. Freshness depends on many factors, and we want to keep you current on all of them so you can always offer the most delicious options on your menu!

CURRENT SEASONAL CONDITIONS UPDATE:

- » Summer has arrived and California grown fruits and vegetables will be in full swing, but heavy rains are still playing a role in some delays.
- » Nectarines and peaches are available first followed by plums and pluots, as well as other fruit.
- » June launches a new crop of CA melons such as cantaloupe, honeydew, and watermelons.
- » Various vegetables such as cucumbers, soft squash, leafy greens, peppers, and tomatoes will also be coming out of various parts of California.

IN SEASON FRUITS & VEGETABLES

Apples // Broccoli // Cantaloupe // Cauliflower // Celery // Corn // Honeydew // Leafy Greens Nectarines
Kiwis // Valencia Oranges // Peaches, Plums, Pluots // Peppers (Bell & Chili) // Strawberries
Watermelons // Zucchini Squash



COMING IN MAY/JUNE

Apples // Avocados // Grapes // Pears



AVAILABLE OFFSHORE

Bananas // Cucumbers // Edamame // Jicama
Limes // Pineapple // Tomatoes



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GSF CONNECTION

Navigating the School Nutrition Supply Chain

PRODUCE UPDATE

Week of
June 3rd



Market Alert – Lettuces: Iceberg, Romaine, and Leaf: Supplies are light with quality hampered by cold weather. Forecast for warmer weather is on the horizon and quality should improve over the next couple of weeks.



Market Alert – Oranges: Navels are peaking at 72/56 large fruit. The Valencia season is underway. **Murcotts** are still available with good quality. **Cara Cara Navels** and **Blood Oranges** have ended for the year which is extremely early for the growing season.



Market Alert – Peas: Sugar Snap/Snow: Production has been hampered due to heat and lack of rain. Supplies should remain tight over the next week.



Market Alert – Table Grapes: Both Red and Green Seedless Grapes have limited supply. Mexican supplies are expected in late-May to supply some relief.



Market Alert – Tomatoes: Supplies are improving on **Rounds and Romas** as growers are moving into new fields. Available volumes are down for the next couple of weeks.



Berries: Strawberry: Supplies have improved with better growing conditions and are shipping out of Oxnard, Salinas, Santa Maria, and Watsonville. **Blackberry** and **Blueberry** supplies have improved with good quality.

Broccoli: Supplies from Salinas and Santa Maria, CA are meeting good demand. Supplies are expected to continue to improve over the next couple of weeks with good quality.

Cauliflower: Supply has improved, and demand is moderate with supplies coming from Salinas and Santa Maria, CA. Quality is reported as good currently.

Celery: The market is mostly steady with moderate to good supplies out of Santa Maria CA and Oxnard CA. Quality has been a challenge to many of the growers.

Cucumbers: Supplies are steady with moderate demand. Baja has begun and should be bringing more volume to the market. Quality continues to improve.

Melons: Cantaloupe New crop in Yuma, AZ has started. As growers break into more new fields volume should increase through June. **Honeydew** supplies have increased with good quality.

Squash: Zucchini and Yellow are in good supply with excellent quality. The California harvest is expected to kick off in the next couple weeks.

Peak Season

June starts the peak time for stone fruits such as peaches, plums, nectarines, cherries and apricots



Regional Weather Update

- **Oxnard, CA** – Partly Cloudy and Sunny; highs in the low 70s; lows in the high 50s
- **Salinas, CA** – Partly Cloudy; highs in the 60s-mid 70s; lows in the mid 50s
- **San Joaquin Valley, CA** – Sunny; highs in the 90s-100s; lows in the high 60s
- **Santa Maria Valley, CA** – Partly Cloudy; highs in the high 70s; low temperatures in the low to mid 50s

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Helpful Hints



As temperatures rise so does the need for extra care with your bananas! Keep your favorite fruit fresh and delicious all summer with these simple tips.

Go Bananas!

The following steps are industry standards and best practices for handling bananas at site level. When bananas are received, performing the following steps are designed to ensure the bananas remain cool while suppressing the ripening that occurs during the gassing process of bananas.



Step #1



When Bananas come into your site, the top of the case should be pulled off the bananas.

Step #2



The plastic liner must be opened to release the heat and gases designed to promote and expedite the ripening process.

Step #3



Place the case of bananas into the top of the case as shown in the picture.

Step #4



Cross stack the cases to ensure they continue to remain cool and continue to have the ability to release gases that speed the ripening process.

Additional Overall Recommendations:

STORE IN A COOL, DRY PLACE:

Bananas are sensitive to heat and humidity, so keep them in a cool well-ventilated area away from direct sunlight. Avoid storing them near appliances that emit heat.

CHECK FOR RIPENESS:

Keep an eye on your bananas and check for ripeness regularly. They ripen quickly in warm weather, so consume them when they reach your desired ripeness level.

SEPARATE FROM OTHER FRUITS:

Bananas emit ethylene gas as they ripen, which can cause other fruits to ripen faster. Keep them separate from other fruits to prevent premature ripening.

Taking these proactive measures will help slow the ripening process of bananas and add to their shelf life. Remember, fresh bananas are a summer staple! Follow these tips to keep them at their best and enjoy the sweet taste of summer all season long.

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deserves a School Nutrition Service Provider



Storing Produce:

Properly storing and maintaining freshness in your produce, is about more than simply putting it in a walk in refrigerator. Refrigerators vary in temperature based on where the door is, where the vent is, and much more, which means it's not just about putting your produce in your Walk-in, its about WHERE you put it.

LOCATION, LOCATION, LOCATION.

WARMER TEMPERATURES NEAR THE DOOR

Produce such as salads, leafy greens, mushrooms, fresh herbs, avocados, and further processed (fruits and vegetables) should be stored at warmer temperatures near the door for best quality.

ETHYLENE GAS: GOOD & BAD?

Fruits, in general, produce ethylene gas, which fosters natural ripening, but it also can cause most vegetables and a few non-ethylene producing fruits to deteriorate more quickly and develop undesirable characteristics. Ideally, ethylene-producing fruits should be stored in the refrigerator as far from ethylene-sensitive fruits and vegetables as possible.

NO NEED TO REFRIGERATE

Bananas, potatoes, sweet potatoes and onions should be stored ideally between 60° - 70°.

Here's a simple guide showing where to properly store your produce. It's a good start to ensuring your product stays fresher, lon.

Contact your Gold Star Representative for more information, or additional tips on how to make your food go farther.

ETHYLENE PRODUCERS



ETHYLENE SENSITIVE



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CURRENT GOLD STAR FOODS LIST OF CALIFORNIA PRODUCE SUPPLIERS

Bee Sweet Citrus – Fowler, CA Grower Packer Citrus
Bolthouse - Bakersfield, CA- S Grower shipper of bulk & process carrots
Boskovich Farms - Oxnard, CA Processed vegetable greens
Caldwell Fresh Foods - Maywood, CA Processed Fruits & Vegetables
Continental Processors - Los Angeles, CA - Processed vegetable salads & greens
Del Monte Fresh - Salinas & Santa Fe Springs, CA- Processed Fruits
Double Date - Coachella, CA - Dates
Field Fresh Foods - Gardena, CA - Processed Fruits & Vegetables & greens
First Quality Produce - Fresno, CA - Processed Fruits & Vegetables
Fowler Packing Company – Fowler, CA Grower Packer Citrus and Grapes
General Produce – Sacramento, CA Distributor of full line of fresh produce
Gold Coast Packing – Santa Maria, CA Vegetable Processor
Great West Produce Inc. - Commerce, CA Distributor of hardy vegetables
Grimmway Farms- Bakersfield, CA- Grower shipper of bulk & process carrots
HMC Farms- Reedley, CA Grapes - and stone fruit
Kerridge Growers-Arvin, CA Grower shipper of bulk & process carrots
Kingsburg Orchards - Kingsburg, CA Grower Packer Stone fruit, CA Apples & Citrus
Legacy Farms LLC - Anaheim, CA - Distributor of hardy vegetables
Lipman Farms- Manteca, CA Grower shipper of tomatoes and hardy vegetables
Moonlight Sales – Reedley, CA Grower Packer Stone fruit
Naturipe Berry Growers-Santa Maria, CA Grower of fresh berries
Peterson Farms – Stockton, CA Processor of Sliced Apples
Prima Wawona - Fresno, CA Stone Fruits
Purefresh Sales - Selma, CA - Variety of Fruits
Rivemaids Produce - Lodi, CA Distributor of full line fresh produce
Scully Packing - Finley, CA - California Pears
Shapiro Gilman Shandler Co - Los Angeles, CA Distributor of full line of fresh produce
Sierra Produce - Colusa, CA Distributor of full line of fresh produce
Sunwest Citrus - Parlier, CA Grower shipper of citrus
Tam Fresh Cut Pak Inc. - Sacramento, CA - Processed Fruits
Taylor Farms-Salinas, CA Processed vegetable salads & greens
The Produce Co. - S. San Francisco - Processed Fruits & Vegetables & greens
Trinity Fruit Co. - Fresno, CA- Grower Packer Stone fruit & Citrus
Umina Bros Inc. - Los Angeles, CA Distributor of full line of fresh produce
Veg Fresh - Corona, CA - Distributor of hardy vegetables
Western Fresh Marketing - Fresno, CA - Variety of Fruits
Westlake Produce - Salinas, CA Produce (all lines) Distributor
Wonderful Citrus – Delano, CA Grower Packer Citrus



Reach out to experience the “Gold Star Difference” today.

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growing forward

Empowering Schools with
Fresh, Locally-Sourced
Ingredients

Spring 2025



NEW LAUNCH: POINT OF ORIGIN NOW ON YOUR INVOICES!

We're excited to share that Gold Star Foods has officially launched the first phase of Point of Origin tracking! Customers will now see the Point of Origin listed on their invoices for all non-processed produce!

As part of our Growing Forward commitment to transparency and local sourcing, this new feature empowers schools to:

- » Track where their produce comes from—ensuring alignment with local sourcing and Farm to School initiatives
- » Make informed purchasing decisions—supporting regional farms and sustainable suppliers
- » Streamline reporting requirements—simplifying documentation for local procurement programs.

This is a big step forward in making produce sourcing more transparent for our School Nutrition partners. We're proud to help districts source smarter, support local agriculture, and advance sustainability goals.

Growing Forward is more than a program—it's a movement.

LFS GRANT: USDA LOCAL FOODS FUNDING

How Gold Star can help

The USDA is offering a new round of Local Foods for Schools Grant funding to help schools increase their use of locally-sourced foods. With \$50 million available, the first round of funding begins in July 2025.

Gold Star Foods is committed to supporting schools in maximizing their LFS Grant Funds by:

- » Connecting districts with local farmers and suppliers that meet grant criteria.
- » Providing grant usage reports to track eligible local food purchases.
- » Offering locally sourced produce, proteins, and dairy that align with grant requirements
- » Ensuring compliance and documentation for easy grant fund utilization.



We are proud to partner with Alba Farms to bring fresh, locally grown organic produce to schools. By working together, we ensure that students have access to nutritious, sustainable food while supporting the hard work of emerging farmers in our community. Through this collaboration, we help make healthy meals more accessible and contribute to the growth of sustainable agriculture for future generations.

ALBA creates opportunities for low-income field laborers through land-based training in organic farm management, helping them advance their careers or pursue the dream of farm ownership.



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GSF Item #	Description	Pack Size
156406	PUPUSA CHICKEN CHEESE	60/6OZ
154263	RICE LEMON	2/5LB
154264	CHANNA MASALA	2/5LB
154265	BASMATI PULAO	2/5LB
154266	CHICKEN COCONUT CURRY	4/2.5LB
154267	VEGETABLES MADRAS CURRY	2/5LB
154308	CHICKEN TIKKA MASALA	4/2.5LB
156374	POTATO SAMOSAS MEDIUM	120/1.6OZ
156415	CHICKEN BUTTER CURRY	4/2.5LB



258451	CRUNCHABLE APPLE STRAWBERRY	200/35 OZ
258627	CRUNCHABLE APPLE & CINN	200/35OZ



209168	PASTA TORCHIETTE WG	1/20LB
240292	PASTA PIPE RIGATE WG	1/25LB

Alfa Y Omega

ORGANIC FARM



Lettuce, Broccolini, Kale, Tomatoes

AVINA
ORGANIC FARMS



Squash, Dill, Broccolini

Fernandez
FARMS



Broccolini, Chard, Bok Choy, Green Beans

MIXTECO
PRODUCE



Broccolini, Celery, Carrots, Tomatillo



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Gold Star Gives Back

This past holiday season, the Gold Star Foods family came together to give back to the communities we serve. Our employees partnered with incredible local organizations to make a meaningful impact:

- » At Mary's Kitchen, they served warm, nourishing meals to individuals in need, sharing kindness and compassion with every plate.
- » With Food Finders, they collected and distributed surplus food, helping to reduce waste and fight hunger in our community.
- » At Giving Children Hope, they worked to provide food and essential resources to children and families facing hardships, spreading hope and joy during the holidays.

We are grateful for the opportunity to support these amazing organizations and are proud of our team's dedication to making a difference. Together, we are helping to build stronger, more connected communities.



292,311
LBS OF CO2 EMISSIONS
SAVED



448,606
NUMBER OF MEALS
SERVED



538,327
POUNDS OF FOOD
DONATED



245,477,344
GALLONS OF WATER
CONSERVED





BUY AMERICAN & LOCAL SOURCING TRACEABILITY Programs

Gold Star Foods continues to lead the School Nutrition Industry as we launch our Buy American and Local Sourcing Traceability Program. Gold Star offers unmatched transparency, enabling schools to connect directly with the farms and farmers we partner with.

By bridging the gap between sustainable farming and school menus, we not only supply quality products but also deliver added value through local farm-to-table partnerships, farm to school events, grant assistance, and full supply chain reporting.

VALUE ADDED BENEFITS:

Buy American Compliance Reporting

Point of Origin Traceability

Grant Funding Support

Center for Good Food Purchasing Support



LOCAL SOURCING TRACEABILITY

Gold Star's Local Sourcing Program now empowers customers with enhanced traceability, allowing them to track items back to their point of origin by Country, State, and zip code, all included on invoices, ensuring greater transparency.

These new features are designed to make sourcing and administrative tasks simpler, faster, and more efficient for our customers:

- A. Ensuring greater transparency
- B. Sales Order numbers streamlining the process
- C. Apply for grants and claims with Local State Agencies like the CDE, CDFA, etc.

BUY AMERICAN COMPLIANCE

The USDA's 2024 Final Rule introduces caps on limited exceptions to Buy American requirements, phasing in a 5% limit on non-domestic food purchases. Gold Star offers custom reporting to identify domestic food and non-food production.

- » 10% beginning in SY 2025-2026
- » 8% beginning in SY 2028-2029
- » 5% beginning in SY 2031-2032

PARTNER TO PREPARE

Gold Star's cutting-edge reporting ensures customers comply with Buy American provisions while also achieving their Local Sourcing objectives and reporting needs.



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We can help with GRANT IMPLEMENTATION



ONLY Gold Star Foods can reduce the complexities in your School Nutrition Program.

Your success with Grant Implementation is important to us!

- » For SY23-24, we helped schools procure 6.1 million pounds of grant-compliant items from local small farms and businesses!
- » We understand the complexities of grants and provide end-to-end support for your program's needs.

A FEW OF OUR CA PARTNERS



Gold Star Foods simplifies your grant-focused purchases with comprehensive sourcing, auditing, and tracking.

- » Local Partnerships: Collaborations with local farms and small businesses.
- » Detailed Tracking: Full records of grant-compliant purchases, including Invoice/SO#.
- » Backup Documentation: Organized support for grant submissions.
- » Vendor Support: Compliance documentation and assistance.

Produce Partner



Manufacturer Partner



Grants We Support

Reach out to your Gold Star School Nutrition Sales Manager to learn how we can assist with:

- » *Local Food for Schools Grant*
- » *School Food Best Practices Grant*
- » *SCALES Grant*

Our Commitment to Supporting Diverse Vendors

Our commitment to connecting our partners with underserved vendors is reflected in the 100+ qualified vendors we currently work with:

- » *Small Businesses*
- » *Minority-Owned*
- » *Veteran-Owned*
- » *Woman-Owned*
- » *Family-Owned*

Contact your School Nutrition Manager today, and let's Grow Forward together!



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CARB Compliance



Staying current with CARB Rules

CARB is the California Air Resources Board, and they are charged with protecting the public from the harmful effects of air pollution and developing programs and actions to fight climate change in the state of California. From requirements for clean cars and fuels to adopting innovative solutions to reduce greenhouse gas emissions, California has pioneered a range of effective approaches that have set the standard for effective air and climate programs for the nation, and the world.

Gold Star and all of GS Foods Group are working hard to stay in compliance with the CARB regulations:

- Following all CARB and SCAQMD (South Coast Air Quality Management District) regulations
- Monitor changes and new rules from CARB and SCAQMD.
- Our vehicles are CARB Clean Truck Program compliant.
- Currently leasing one EV and renting a second yard truck
 - Keeping us compliant with SCAQMD and WAIRE (Warehouse Actions and Investments to Reduce Emissions)
 - EV charges generate WAIRE Points Compliance Obligation (WPCO)
 - Preparing fleet for TRU regulations.
- Continue to work with our energy partners at Edison and PG&E (Pacific Gas and Electric Company)

Key Changes for 2025

- ✓ **INCREASED ZEV REQUIREMENTS** - Beginning 2025, the CARB ACT mandate requires a significant increase in Zero-Emission Vehicle (ZEV) sales ratios. 7% of new Class 8 tractor sales 11% of Class 6-8 rigid sales must be ZEVs. These percentages will continue to increase through 2025 for ZEV dealers.
- ✓ **IMPACT ON INTERNAL COMBUSTION ENGINE SALES** - The availability of Internal Combustion Engines (ICE) will be restricted as OEMs must now balance ICE sales with ZEV credits. For every ICE-powered vehicle, specific BEV (Battery Electric Vehicle) sales must offset it. This will result in limited availability.
- ✓ **PLANNING FOR EXTENDED LEAD TIMES** - Due to supply chain constraints, ZEV lead times are expected to be longer. Early planning for your 2025 chassis purchases is crucial to be compliant.

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Elote Pizza

National Pizza Week is the week of January 12-18, 2025 and what better way to celebrate than combining the flavors of elote (AKA Mexican Street Corn) with a cafeteria favorite... Pizza!

Preparation instructions*

CREAMY SAUCE

- » In a small bowl whisk together the white cheese sauce, granulated garlic, chili powder, and lime juice.

PIZZA ASSEMBLY AND BAKING

- » Preheat the oven to 400°F.
- » Place the parbaked pizza crust on a parchment lined sheet tray.
- » Spread the sauce on the pizza crust, then top with the shredded mozzarella and corn.
- » Bake for ~ 10-15 minutes or until the cheese is melted, the crust is crisp and it reaches a minimum internal temperature of 165°F.

GARNISH

- » After the pizza has been taken out of the oven, sprinkle the pizza with the grated parmesan cheese, chopped cilantro, and additional chili powder for color.
- » Allow the pizza to cool slightly for ~3-5 minutes before slicing into 8 pieces.

Serving instructions

- » To serve, place one slice of elote pizza onto a tray. Hold in a warmer at 140°F until service.
- » OPTIONAL: Serve with fresh jalapeño slices or hot sauce.



INGREDIENTS	QTY.	ITEM#
WG 16" Pizza Crust, Parbaked	1 crust	405598
White Cheese Sauce	9 oz	410082
Granulated Garlic	½ tsp	209683
Chili Powder	1 tsp	209674
Lime Juice	2 tsp	822413
Shredded Mozzarella ¹	12 oz	401140
Corn, Thawed & Drained ²	1 cup	140101
Parmesan Cheese, Grated	1 oz	306266
Cilantro, Chopped	¼ cup	822443

Serving size: 1 slice // Yield: 8 servings

2 M/MA // 2 Grain // ⅓ Cup Starchy Vegetable
 The quantities listed for these ingredients are for the total amounts needed. Please see instructions for how the ingredients are divided. ¹Substitute with USDA 500269 if you have a balance. ²Substitute with USDA 501046, 500254, 500038 if you have a balance.

NUTRITION FACTS

Calories	380.5 kcal
Total Fat	17.8 g
Saturated Fat	8.6 g
Trans Fat	0 g
Cholesterol	36.2 g
Sodium	706.9 mg
Total Carbohydrate	33.5 g
Dietary Fiber	2.7 g
Total Sugars	5.3 g
Added Sugars	1 g
Protein	20.8 g



Americans eat 100 acres of pizza - or 350 slices per second - EVERY DAY!



GS Foods Group Company

*For same day service. Follow local HACCP guidelines for preparation, holding, and storage. Friendly reminders: A) Test this recipe in your cafeteria and make adjustments to this recipe as needed. B) Double-check the component, crediting and nutrition facts information based on portion sizes and product reformulations, and C) Cooking times may vary depending on equipment.



GOLD STAR FOODS

growing forward

Empowering Schools with
Fresh, Locally-Sourced
Ingredients

Spring 2025



NEW LAUNCH: POINT OF ORIGIN NOW ON YOUR INVOICES!

We're excited to share that Gold Star Foods has officially launched the first phase of Point of Origin tracking! Customers will now see the Point of Origin listed on their invoices for all non-processed produce!

As part of our Growing Forward commitment to transparency and local sourcing, this new feature empowers schools to:

- » Track where their produce comes from—ensuring alignment with local sourcing and Farm to School initiatives
- » Make informed purchasing decisions—supporting regional farms and sustainable suppliers
- » Streamline reporting requirements—simplifying documentation for local procurement programs.

This is a big step forward in making produce sourcing more transparent for our School Nutrition partners. We're proud to help districts source smarter, support local agriculture, and advance sustainability goals.

Growing Forward is more than a program—it's a movement.

LFS GRANT: USDA LOCAL FOODS FUNDING

How Gold Star can help

The USDA is offering a new round of Local Foods for Schools Grant funding to help schools increase their use of locally-sourced foods. With \$50 million available, the first round of funding begins in July 2025.

Gold Star Foods is committed to supporting schools in maximizing their LFS Grant Funds by:

- » Connecting districts with local farmers and suppliers that meet grant criteria.
- » Providing grant usage reports to track eligible local food purchases.
- » Offering locally sourced produce, proteins, and dairy that align with grant requirements
- » Ensuring compliance and documentation for easy grant fund utilization.



We are proud to partner with Alba Farms to bring fresh, locally grown organic produce to schools. By working together, we ensure that students have access to nutritious, sustainable food while supporting the hard work of emerging farmers in our community. Through this collaboration, we help make healthy meals more accessible and contribute to the growth of sustainable agriculture for future generations.

ALBA creates opportunities for low-income field laborers through land-based training in organic farm management, helping them advance their careers or pursue the dream of farm ownership.



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A GS Foods Group Company



GSF Item #	Description	Pack Size
156406	PUPUSA CHICKEN CHEESE	60/6OZ
154263	RICE LEMON	2/5LB
154264	CHANNA MASALA	2/5LB
154265	BASMATI PULAO	2/5LB
154266	CHICKEN COCONUT CURRY	4/2.5LB
154267	VEGETABLES MADRAS CURRY	2/5LB
154308	CHICKEN TIKKA MASALA	4/2.5LB
156374	POTATO SAMOSAS MEDIUM	120/1.6OZ
156415	CHICKEN BUTTER CURRY	4/2.5LB



258451	CRUNCHABLE APPLE STRAWBERRY	200/35 OZ
258627	CRUNCHABLE APPLE & CINN	200/35OZ



209168	PASTA TORCHIETTE WG	1/20LB
240292	PASTA PIPE RIGATE WG	1/25LB

Alfa Y Omega

ORGANIC FARM



Lettuce, Broccolini, Kale, Tomatoes

AVINA
ORGANIC FARMS



Squash, Dill, Broccolini

Fernandez
FARMS



Broccolini, Chard, Bok Choy, Green Beans

MIXTECO
PRODUCE



Broccolini, Celery, Carrots, Tomatillo



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A GS Foods Group Company



Gold Star Gives Back

This past holiday season, the Gold Star Foods family came together to give back to the communities we serve. Our employees partnered with incredible local organizations to make a meaningful impact:

- » At Mary's Kitchen, they served warm, nourishing meals to individuals in need, sharing kindness and compassion with every plate.
- » With Food Finders, they collected and distributed surplus food, helping to reduce waste and fight hunger in our community.
- » At Giving Children Hope, they worked to provide food and essential resources to children and families facing hardships, spreading hope and joy during the holidays.

We are grateful for the opportunity to support these amazing organizations and are proud of our team's dedication to making a difference. Together, we are helping to build stronger, more connected communities.



292,311
LBS OF CO2 EMISSIONS
SAVED



448,606
NUMBER OF MEALS
SERVED



538,327
POUNDS OF FOOD
DONATED



245,477,344
GALLONS OF WATER
CONSERVED



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FNACTS



BUY AMERICAN & LOCAL SOURCING TRACEABILITY Programs

Gold Star Foods continues to lead the School Nutrition Industry as we launch our Buy American and Local Sourcing Traceability Program. Gold Star offers unmatched transparency, enabling schools to connect directly with the farms and farmers we partner with.

By bridging the gap between sustainable farming and school menus, we not only supply quality products but also deliver added value through local farm-to-table partnerships, farm to school events, grant assistance, and full supply chain reporting.

VALUE ADDED BENEFITS:

Buy American Compliance Reporting

Point of Origin Traceability

Grant Funding Support

Center for Good Food Purchasing Support



LOCAL SOURCING TRACEABILITY

Gold Star's Local Sourcing Program now empowers customers with enhanced traceability, allowing them to track items back to their point of origin by Country, State, and zip code, all included on invoices, ensuring greater transparency.

These new features are designed to make sourcing and administrative tasks simpler, faster, and more efficient for our customers:

- A. Ensuring greater transparency
- B. Sales Order numbers streamlining the process
- C. Apply for grants and claims with Local State Agencies like the CDE, CDFA, etc.

BUY AMERICAN COMPLIANCE

The USDA's 2024 Final Rule introduces caps on limited exceptions to Buy American requirements, phasing in a 5% limit on non-domestic food purchases. Gold Star offers custom reporting to identify domestic food and non-food production.

- » 10% beginning in SY 2025-2026
- » 8% beginning in SY 2028-2029
- » 5% beginning in SY 2031-2032

PARTNER TO PREPARE

Gold Star's cutting-edge reporting ensures customers comply with Buy American provisions while also achieving their Local Sourcing objectives and reporting needs.



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We can help with GRANT IMPLEMENTATION



ONLY Gold Star Foods can reduce the complexities in your School Nutrition Program.

Your success with Grant Implementation is important to us!

- » For SY23-24, we helped schools procure 6.1 million pounds of grant-compliant items from local small farms and businesses!
- » We understand the complexities of grants and provide end-to-end support for your program's needs.

A FEW OF OUR CA PARTNERS



Gold Star Foods simplifies your grant-focused purchases with comprehensive sourcing, auditing, and tracking.

- » Local Partnerships: Collaborations with local farms and small businesses.
- » Detailed Tracking: Full records of grant-compliant purchases, including Invoice/SO#.
- » Backup Documentation: Organized support for grant submissions.
- » Vendor Support: Compliance documentation and assistance.

Produce Partner  Manufacturer Partner 

Grants We Support

Reach out to your Gold Star School Nutrition Sales Manager to learn how we can assist with:

- » *Local Food for Schools Grant*
- » *School Food Best Practices Grant*
- » *SCALES Grant*

Our Commitment to Supporting Diverse Vendors

Our commitment to connecting our partners with underserved vendors is reflected in the 100+ qualified vendors we currently work with:

- » *Small Businesses*
- » *Minority-Owned*
- » *Veteran-Owned*
- » *Woman-Owned*
- » *Family-Owned*

Contact your School Nutrition Manager today, and let's Grow Forward together!



THE School Nutrition Supply Chain™

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A GS Foods Group Company

Get to know your BROCCOLINI

Prep Time

WASH

Rinse broccolini under cold running water for a few seconds to remove any dirt. Shake off excess water and gently pat dry with a clean towel or let it air dry.

TRIM

Use a sharp knife to trim 1-2 inches off the bottom of each stem, as this part is often tough.

CUT

If any stalks are thicker than others, slice them lengthwise to match the size of the thinner pieces. This helps ensure even cooking.

Recipe Time

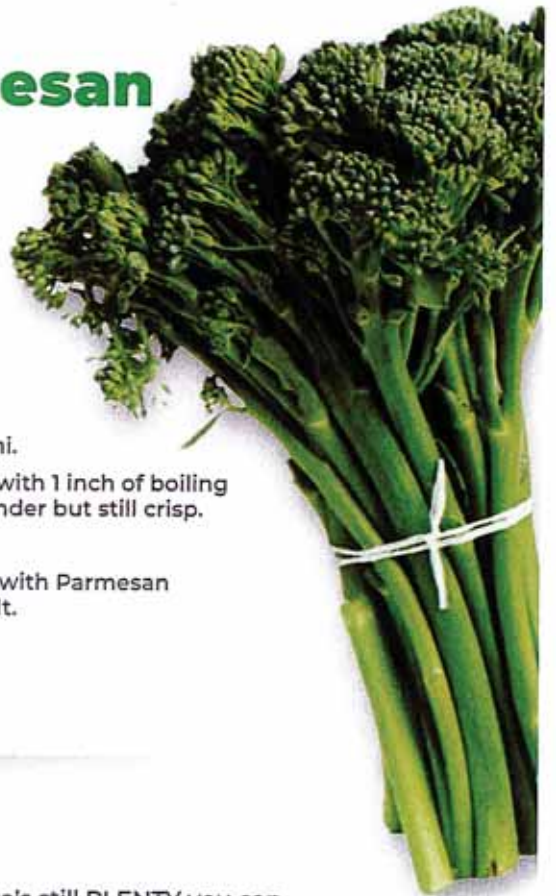
Garlic Parmesan Broccolini

INGREDIENTS

- 1 bunch broccolini
- 1 TBSP olive oil
- 1 TBSP grated Parmesan cheese
- Salt to taste

STEPS

1. Trim the ends of the broccolini.
2. Steam the broccolini in a pot with 1 inch of boiling water for 3-4 minutes until tender but still crisp.
3. Drain and transfer to a bowl.
4. Drizzle with olive oil, sprinkle with Parmesan cheese, and add a pinch of salt.
5. Toss gently and serve warm.



TOO GOOD TO WASTE

Even after you've washed, trimmed, cut and cooked your broccolini, there's still PLENTY you can do with the trimmings:

- » **Broccolini Slaw:** Grate or shred the stems, add red cabbage, carrots and other veggies, and slaw dressing
- » **Broccolini Noodles:** Julienne the stems lengthwise, blanch and serve with garlic butter or Alfredo Sauce
- » **Broccolini Fries:** Peel and cut into julienne strips toss with olive oil, dust with grated Parm and bake, serve with dipping sauce
- » **Broccolini "Rice":** Grind/Chop/Process the stems as you would for cauliflower rice
- » **Broccolini Kimchi:** Slice the stems thin, add your favorite kimchi, ginger, and sesame oil
- » **Broccolini Hoisin:** Steamed stems tossed in hoisin sauce and topped with sesame seeds
- » **Broccolini Hummus:** Boil, mash and blend into hummus with garlic, lemon, and Tahini



Elote Pizza

National Pizza Week is the week of January 12-18, 2025 and what better way to celebrate than combining the flavors of elote (AKA Mexican Street Corn) with a cafeteria favorite... Pizza!

Preparation instructions*

CREAMY SAUCE

- » In a small bowl whisk together the white cheese sauce, granulated garlic, chili powder, and lime juice.

PIZZA ASSEMBLY AND BAKING

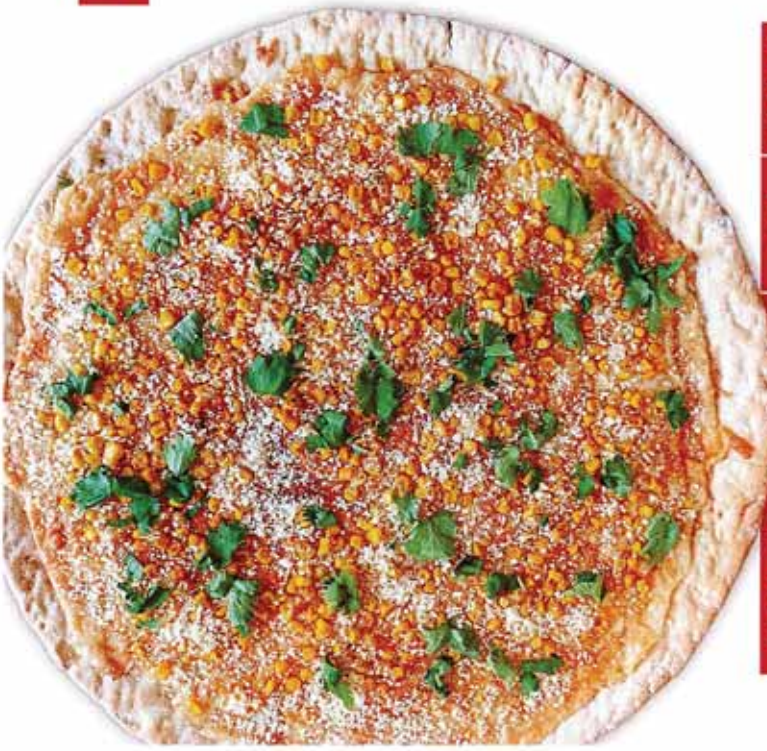
- » Preheat the oven to 400°F.
- » Place the parbaked pizza crust on a parchment lined sheet tray.
- » Spread the sauce on the pizza crust, then top with the shredded mozzarella and corn.
- » Bake for ~ 10-15 minutes or until the cheese is melted, the crust is crisp and it reaches a minimum internal temperature of 165°F.

GARNISH

- » After the pizza has been taken out of the oven, sprinkle the pizza with the grated parmesan cheese, chopped cilantro, and additional chili powder for color.
- » Allow the pizza to cool slightly for ~3-5 minutes before slicing into 8 pieces.

Serving instructions

- » To serve, place one slice of elote pizza onto a tray. Hold in a warmer at 140°F until service.
- » OPTIONAL: Serve with fresh jalapeño slices or hot sauce.



INGREDIENTS	QTY.	ITEM#
WG 16" Pizza Crust, Parbaked	1 crust	405598
White Cheese Sauce	9 oz	410082
Granulated Garlic	½ tsp	209683
Chili Powder	1 tsp	209674
Lime Juice	2 tsp	822413
Shredded Mozzarella ¹	12 oz	401140
Corn, Thawed & Drained ²	1 cup	140101
Parmesan Cheese, Grated	1 oz	306266
Cilantro, Chopped	¼ cup	822443

Serving size: 1 slice // Yield: 8 servings

2 M/MA // 2 Grain // ¼ Cup Starchy Vegetable

The quantities listed for these ingredients are for the total amounts needed. Please see instructions for how the ingredients are divided. ¹Substitute with USDA 500269 if you have a balance. ²Substitute with USDA 501046, 500254, 500038 if you have a balance.



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*For same day service. Follow local HACCP guidelines for preparation, holding, and storage. Friendly reminders: A) Test this recipe in your cafeteria and make adjustments to this recipe as needed. B) Double-check the component crediting and nutrition facts information based on portion sizes and product reformulations, and C) Cooking times may vary depending on equipment.

NUTRITION FACTS

Calories	380.5 kcal
Total Fat	17.8 g
Saturated Fat	8.6 g
Trans Fat	0 g
Cholesterol	36.2 g
Sodium	706.9 mg
Total Carbohydrate	33.5 g
Dietary Fiber	2.7 g
Total Sugars	5.3 g
Added Sugars	1 g
Protein	20.8 g



Americans eat 100 acres of pizza - or 350 slices per second - EVERY DAY!



GOLD STAR FOODS



GOLD STAR FOODS

OXNARD UNION HIGH SCHOOL DISTRICT

REQUEST FOR PROPOSALS

703 PRODUCE PRODUCTS

DUE DATE: MAY 1, 2025 @ 2:00 P.M. (PST)

RESPONSE FOR INFORMATION (RFI'S) & ANSWERS

THE School Nutrition Supply Chain™

(800) 540-0215 | goldstarfoods.com |   @goldstarfoods

2855 E Guasti Rd, 6th floor // Ontario, CA 91761



A GS Foods Group
Company

RFP 703 PRODUCE PRODUCTS



[Skip To Main Content](#)

Mar 24 2025

RFP DOCUMENTS

[Addendum 1 RFP 703 Produce Products.pdf \(/s/resource-manager/view/404e6ba9-a7c8-4de2-9504-58bc2154a133\)](#)

[Notice Inviting Proposals RFP 703 Produce Products.pdf \(/s/resource-manager/view/e67cafe5-a640-4e6b-9018-cq172d47d786\)](#)

[RFP 703 Produce Products.pdf \(/s/resource-manager/view/3d318496-0c77-4278-834e-5803e41e0d17\)](#)

[Exhibit A 2025-Produce-OUHSD-Proposal-Worksheet.xlsx \(/s/resource-manager/view/47c14603-fe70-42fb-8ec9-d29702792e01\)](#)

Requests for Information (RFI's) & Answers



Q: We are interested in participating in RFP #703. Our fleet of trucks do not have lift gates, and we currently deliver to Oxnard area 2 days a week (Tuesday and Thursday). Does this preclude us from a possible bid award? I noticed the lift gate question in the RFP, that's why I ask.

A: A truck with no liftgate does not preclude you from a bid award, however, it does give us insight into what may be required from the driver at the time of the delivery. You may answer "zero" in that area if you have no trucks with that option.

Q: We are in the process of applying but have not been added. Do we need to have application process completed before award in order to be considered? Or will you award if we can prove we are in process?

A: You would respond and indicate your status in the USDA Pilot Program.

Gold Star Foods 



English



GOLD STAR FOODS

OXNARD UNION HIGH SCHOOL DISTRICT

REQUEST FOR PROPOSALS

703 PRODUCE PRODUCTS

DUE DATE: MAY 1, 2025 @ 2:00 P.M. (PST)

ADDENDUM #1

THE School Nutrition Supply Chain™

(800) 540-0215 | goldstarfoods.com |   @goldstarfoods

2855 E Guasti Rd, 6th floor // Ontario, CA 91761



A GS Foods Group
Company

RFP 703 Produce Products

Addendum #1

Date: 4/23/25

This addendum hereby revises RFP 703 Produce Products, as follows:

- 1) The District is revising the Proposal Instructions and Conditions section, Number 15, as follows:

Original Language:

15. USDA PILOT PROGRAM:

The District is participating in the US Department of Agriculture Pilot Project for the Procurement of Unprocessed Fruits and Vegetables. In order to be considered responsible and responsive, the vendor must apply for and be placed on the pilot project's AMS Eligible Vendor List.

New Language:

15. USDA PILOT PROGRAM:

The District is participating in the US Department of Agriculture Pilot Project for the Procurement of Unprocessed Fruits and Vegetables. *Vendors are required to indicate their status in the program. Vendors may also indicate their intent regarding registering in the program. Program participation is not a requirement or rated criteria in this RFP.*

Addendum must be acknowledged on the Proposal Form.

NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that the Oxnard Union High School District of Ventura County, California, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to, but no later than **May 1, 2025 at 2:00 p.m.**, electronic proposals for the award of a contract for:

RFP #703 Produce Products

All proposals shall be made on a form obtained at the OUHSD website noted below. Proposals must be received electronically via email to deanna.rantz@oxnardunion.org on or before the time and date stated above. Email subject lines must include "**RFP #703 Produce Products.**" Proposals not received by the specified date and time will not be viewed. Any proposal that is submitted after the due date and time shall be considered nonresponsive. Each bidder is solely responsible for timely submission of its proposal; the District is not responsible for any technological issues in a bidder's ability to timely submit its proposal or portion thereof.

Proposals will not be opened and read aloud, however, a Proposal abstract may be made available within seven (7) days of the Proposal due date or upon completion of the evaluation process.

Each Proposal must conform and be responsive to all pertinent Proposal and Contract Documents. RFP documents may be obtained from the office of the Purchasing Director or from the District website:

<https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals>

The contract will be awarded to the lowest responsive, responsible Proposer based on the criteria noted in the Proposal request. The District reserves the right to reject any or all Proposals, to accept or reject any one or more items of a Proposal, to waive any irregularities or informalities in the Proposals and to sit and act as sole judge of the merit and qualifications of the materials or services offered.

No Proposer may withdraw its Proposal for a period of sixty (60) days after the date set for the opening of Proposals.

Oxnard Union High School District

Advertising dates: 3/23/2025 & 3/30/2025



REQUEST FOR PROPOSALS

RFP #703

PRODUCE PRODUCTS

OXNARD UNION HIGH SCHOOL DISTRICT
1800 Solar Drive,
Oxnard, CA 93030
Deanna.Rantz@oxnardunion.org

(805) 385-2519



NOTICE INVITING PROPOSALS

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Oxnard Union High School District

Advertising dates: 3/23/2025 & 3/30/2025



OVERVIEW

Background

Oxnard Union High School District Nutrition Services Division is self-operated. The District's enrollment is approximately 16,600 students. The Nutrition Services Division serves approximately 7800 lunches and 6700 breakfasts each day across the eight sites and satellite sites.

Mission

Nutrition Services is dedicated to providing students with local, healthy food, emphasizing quality ingredients.

Domestic Local Procurement

OUHSD Nutrition Services defines domestic local in the following manner:

1. **Hyperlocal within the Ventura County border**
2. **Local within 25 miles of the Ventura County border**
3. **Regional within 250 miles of the Ventura County border**

Farm to School

To achieve the goal of minimizing the distances traveled for the food we serve, we are reaching out to vendors who cultivate relationships with local farmers and provide fresh and clean produce products to the District. Further, we urge vendors to work with farms that treat their employees fairly and practice sustainable agriculture. We define local as products grown within 250 miles of Oxnard, CA. We have a goal of sourcing at least 40% of our fresh produce from within that distance.



RFP DELIVERY and DEFINITIONS

DELIVERY DETAILS:

Delivery schedules will be determined by the District. There shall be no minimum delivery required including in dollar amount or case quantities. Deliveries must be made in accordance with the attached delivery schedule unless otherwise agreed upon in writing. Issuing keys for early morning or night deliveries shall be made an option if the District determines it is in the best interest of the District. The District reserves the right to purchase more or less than the estimated annual expenditures.

Any products delivered during the period covered by this Proposal shall be only the approved processor's products and code numbers as requested by the District unless prior written approval has been granted by the District to deliver alternate products. No product will be represented as being in conformance with the specification when such is not the case.

Damaged containers will not be accepted. Inspection and acceptance of all items shall be at the delivery destination. Credit will be required on damaged or unaccepted products. A legible delivery receipt must accompany each delivery and a legible delivery discrepancy receipt shall be left at the site in case of a return or shortage. Credits shall be issued within two weeks of the discrepancy. If the desired product is absolutely not available for any reason, the District shall be notified at least ten (10) days in advance of the shortage and the District shall be given options of a product that is of the same or higher quality at the same unit cost or less. Continued shortages or substitutions will be grounds for termination of this Contract.

RFP SUBSTITUTIONS: The only time a substitution will be allowed is for case counts changes only. If an item listed for pricing has been discontinued due to a change in case count. Pricing for the updated manufacturer's order code must be provided within 5 working days. Substituted items can be submitted on a separate sheet.

DEFINITIONS:

In this RFP and in the Contract, the following terms are defined as follows:

- A. **"Best Value"** means the method by which a contract, if any, is awarded, in accordance with applicable laws, rules, and regulations. Best Value includes multiple parameters, including experience, references, quality of Vendor's product(s) and/or services, and price.
- B. **"Contract"** means an agreement entered into between each of the District and a Vendor as a result of this RFP. The Contract consists of the Request for Proposals, including all Addenda, Vendor's Proposal that is satisfactory to the District, and the District's Contract form(s), which may include, but are not limited to, a written Contract, an agreement letter, or a purchase order.
- C. **"Vendor/Distributor/Seller/Supplier/Contractor/Proposer/Companies"** means the party to whom a Contract is awarded pursuant to this RFP after submittal of a successful Proposal/Bid.
- D. **"District/OUHSD/LEA"** refers to Oxnard Union High School District.
- E. **"Project"** means the Scope of Work for furnishing goods and services as outlined in this RFP.
- F. **"Proposal or Bid"** refers to the documents submitted by a Vendor that addresses the scope and requirements of this RFP.
- G. **Proposer/Bidder"** refers to the person(s)/entity(ies) that submits the Proposal to this RFP.




- H. **"RFP"** refers to this Request for Proposals.
- I. **"Responsible Vendor"** means a vendor with adequate financial resources (or the ability to obtain such resources), who can comply with the delivery requirements, and who is a qualified and established firm regularly engaged in the type of business that provides the goods and/or services herein.
- J. **"Responsive Proposal"** refers only to those proposals that comply with all material and administrative aspects of this RFP.

Document Check-Off Sheet

By signing this document, Proposer verifies that all documents required are included in the submittal package and bear the required signatures. Failure to provide required documents may result in rejection of the Proposal.

- Copy of Hazard Analysis Critical Control Point Plan (HACCP) ✓
- Food Safety and Security Policy/Plan ✓
- Pest Control Policy/Plan ✓
- Health Inspection Report (most recent) ✓
- Vendor Questionnaire (Distribution and Bread) ✓
- Proposal Worksheets Exhibits A and A-1 ✓ *n/a*
- Proposal Form ✓
- Distribution Delivery Schedule ✓
- Bread Delivery Schedule *n/a*
- Bidder References and Responsibility Information ✓
- Non-Collusion Declaration ✓
- Equal Opportunity Employment ✓
- Certification Regarding Lobbying ✓
- Disclosure of Lobbying Activities ✓
- Suspension and Debarment Form ✓
- Iran Contracting Act Certification ✓
- Contractor's Certification Regarding Drug-Free Workplace ✓
- Contractor's Certification Alcoholic Beverages and Tobacco-Free Workplace ✓
- Contractor's Certification Worker's Compensation ✓
- Clean Air and Water Certification ✓
- Prompt Payment Discount ✓
- Fingerprint Clearance Certification ✓
- PRU-21 China Prohibition Certification ✓

Please COMPLETE, SIGN & RETURN the foregoing items with your sealed Proposal: Failure to return any of the above items completed and signed with the original sealed Proposal may result in a non-responsive Proposal. All signatures must be original, no photocopies.



Signature

John Cho,
E.V.P. of Revenue Management

Date

May 1, 2025



PRODUCE PRODUCTS
PROPOSAL INSTRUCTIONS AND CONDITIONS

1. PREPARATION AND SUBMISSION OF PROPOSAL FORM:

The District invites Proposals from qualified Companies, to be submitted to the District at such time and place as is stated in the Notice Inviting Proposals, no later than **May 1, 2025 at 2:00 P.M.** Proposals must be received electronically via email to deanna.rantz@oxnardunion.org on or before the time and date stated above. Email subject lines must include "**RFP #703 Produce Products.**" Proposals not received by the specified date and time will not be viewed. Any proposal that is submitted after the due date and time shall be considered nonresponsive. Each bidder is solely responsible for timely submission of its proposal; the District is not responsible for any technological issues in a bidder's ability to timely submit its proposal or portion thereof. The District is not responsible for costs incurred by Proposers in preparing this Proposal submittal.

This Request for Proposal (RFP) is for the pricing of distribution of produce items. Please provide the lowest price for the services and products on the Proposal Worksheet, Exhibit A. Please read all terms, conditions and documents thoroughly to understand the request.

Proposals must be made on the OUHSD Proposal Worksheet included in this Invitation for Proposals along with the Proposal Form. All items on the form must be filled out. Numbers should be stated in figures, and the signatures of all individuals must be in long hand. Proposal Form must be signed by a responsible officer of the Proposer in order to be considered. The completed form should be without interlineations, alterations, or erasures.

Proposer must insert final delivered cost for each item on the OUHSD Proposal Worksheet, Exhibit A. More than one unit price inserted for any one item may result in the rejection of the Proposal unless alternate Proposals are specifically requested.

All pages of the Proposal Worksheet, Exhibit A, must be completed. Unit price for all line items must be shown where required on the Proposal Worksheet, Exhibit A. Prices should be stated in units specified herein. All forms must be thoroughly completed and signed by the prospective vendor. A checklist is included in the RFP REQUIRED DOCUMENTS form to assist Proposers in returning a complete submittal package. The Proposal Worksheet, Exhibit A, must be returned in Excel format and sent in electronically to the email provided in the Notice Inviting Proposals, as part of the RFP package.

No pencil figures or erasures permitted. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by person signing quotation. No oral, telegraphic or telephone quotations or modifications will be accepted.

Quote on each item separately. Prices must be stated in units specified herein or trade standard. Each item must be considered separately and not in combination with other items unless otherwise specified on proposal form by the District. In case of error, unit prices will govern and extensions will be corrected.

2. PROPOSERS RESPONSIBILITY:

Before submitting a Proposal, Proposers shall carefully examine and become familiar with the terms and requirements of the contract and Proposal documents, specifications, and other forms and documents included in the Invitation for Proposals. Proposers shall be fully informed as to all existing conditions affecting the performance of the contract and the cost of all work, materials, and equipment to perform all operations required within this Invitation for Proposals. Proposers shall ensure that unit cost and total cost is reflected in the Proposal. No allowance will be made because of lack of such examination or



knowledge on the part of the Proposer.

Any modifications or corrections of the submitted Proposal, including changes in or additions to the Pricing Sheet, alternate proposals, or any other modifications of the proposal form which is not specifically called for in the proposal documents, may result in rejection of Proposal as not being responsive to the RFP. No oral or telephone proposals or modifications will be considered. Proposals should be verified before submission and cannot be withdrawn after their opening.

The Proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the persons signing the Proposal. In the event of inconsistency between words and figures in the Proposal price, figures shall be used. In the event that the District determines that any Proposal is unintelligible, inconsistent or ambiguous, the District may reject such Proposal as not being responsive to the invitation to bid.

3. PROPOSAL SCHEDULE:

The Proposal Schedule is subject to change at District's discretion.
Advertisements 3/23/2025 and 3/30/2025
Request for Information (RFI) Deadline: 4/21/2025 at 2:00 p.m.
Proposals Due 5/1/2025 @ 2:00 p.m.
Evaluation and Review Process 5/1/2025 – 5/8/2025
Request for Award of Contract to Board of Trustees 5/28/2025 or 6/18/2025
Contract Execution Date no later than 7/1/2025
Contract Term 7/1/2025 – 6/30/2026

4. REQUESTS FOR INFORMATION (RFIs):

Any questions relative to this Proposal should be directed to the District Purchasing Director, Deanna Rantz, no later than April 21, 2025 at 2:00 p.m., and shall be put in writing and emailed to deanna.rantz@oxnardunion.org. Oxnard Union High School District shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above.

5. AGREEMENT TO TERMS:

By replying to this Proposal, Proposer accepts and is bound by the terms and conditions set forth in the Proposal documents. Upon successful award, Supplier must enter into an Agreement with the District (Attachment A).

6. IDENTIFICATION OF PROPOSER:

Each Proposer must give the full business address of the Proposer and must be signed by the Proposer with his or her usual signature. Proposals by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Proposals by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A Proposer's failure to properly sign required forms may result in rejection of the Proposal.

7. WITHDRAWAL OF PROPOSALS:

A Proposal may be withdrawn by the vendor prior to the time fixed for the opening of Proposals, but



may not be withdrawn for a period of sixty (60) days after the opening of Proposal.

8. ACCEPTANCE OR REJECTION OF PROPOSALS

The District reserves the right to reject any and all Proposals or any portion or combination thereof, to contract work with whomever and in whatever manner the District decides, to abandon the work entirely, and to waive any informality or non-substantive irregularity as the interests of the District may require. Proposals that arrive after the time set forth for opening in this Invitation for Proposals will not be viewed.

9. INTERPRETATION OF REQUEST FOR PROPOSAL DOCUMENTS:

If any Bidder finds discrepancies in, or omissions from the RFP documents, they may submit a request for clarification by following the instructions in Section 4. Questions from Bidders. The inquiry must received by the date and time noted in the Proposal Schedule.

10. SIGNATURE:

The Bid must be signed in the name of the Bidder and must bear the signature in longhand of the person or persons duly authorized to sign the Bid on behalf of the Bidder. All documents identified in the Required RFP Forms Section must be signed in permanent ink. Unsigned responses may be considered non-responsive, thus resulting in rejection of the Proposal. Obligations assumed by such signature must be fulfilled. Proposals must be signed with the firm name and by an authorized officer, agent, or employee of the Company.

11. CONTRACT TERM:

It is anticipated that the Contract(s) to be awarded for the Project described in this RFP shall be effective July 1, 2025, through June 30, 2026, with, by mutual consent from both parties, the ability to extend the contract in 1-year increments, up to no more than three (3) years total.

12. AWARD OF CONTRACT AND NOTIFICATION:

The award of this proposal will be made by line item to one or multiple responsive and responsible bidder(s) who meet the terms and conditions of the request. Proposals found to satisfy the minimum qualification requirements will be evaluated against the evaluation criteria shown below by a review committee. "Minimum qualifications" shall mean: complete and responsive proposals meeting all RFP instructions and conditions, received by the due date and time.

Following the receipt of Proposals, bidders may be ranked on, but not limited to, the following criteria:

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Small Business and Minority, Woman, and Disabled Veterans Business Enterprise (MWDVBE):	5
Customer Service and References:	20
Food Safety/Traceability:	15
Experience and Competence:	15
Sustainability:	15
Cost:	40
Total Points Possible	110

Each Proposal will be evaluated based on criteria and priorities defined by the District, with specific attention to those features, functional and technical aspects noted for each section. The District's evaluation panel will request award of the contract based on the prospective vendor submission that best meets the needs of the District with regard to the RFP specifications contained herein. Presentations/Interviews (if needed) may be requested by the evaluation panel. Proposers are advised that the award may be made without interviews or further discussion.



If presentations/interviews are needed, proposers will receive notification to interview with the evaluation panel. The District reserves the right to make no award at all, reserves the right to reject any and all bids and to waive any irregularity or discrepancy associated with this request. Unsolicited services or incentives offered as part of the Proposal response will NOT be evaluated or considered in the award process.

13. PRICING:

Minimum contract terms is twelve (12) months. Quoted prices must stay in effect for a minimum of twelve (12) months after award of Contract and may be extended upon mutual consent of the District and Vendor for up to two additional twelve (12) month periods or until the end of the school fiscal year, whichever is the shorter duration, in accordance with provisions contained in the Education Code, Sections 17596 (K-12) and 81644 (Community Colleges). Any price increase must be in accordance with the Los Angeles County Consumer Price Index for the current year, but not to exceed a maximum increase of five percent (5%) per contract term. In the event of a general price decrease, the District reserves the right to terminate the Contract unless the decrease is passed on to the District.

14. PROPOSAL PRICING:

Pricing shall be offered in one category: (1) Produce

- (a) Produce items have been included in this RFP and are located on Exhibit A Proposal Worksheet.
- (b) Additional Items: Additional items may be added to this Proposal, not to exceed 10% of the value of the award.
- (c) When Proposals are equal, they shall be awarded by drawing of lots, and shall be witnessed by three (3) impartial observers.

15. USDA PILOT PROGRAM:

The District is participating in the US Department of Agriculture Pilot Project for the Procurement of Unprocessed Fruits and Vegetables. In order to be considered responsible and responsive, the vendor must apply for and be placed on the pilot project's AMS Eligible Vendor List.

16. AMENDMENTS:

The terms and conditions contained in this Invitation for Proposals, Proposal Form, Proposal Instructions and Conditions, General Conditions and Specifications herein may be amended or modified only with the prior written approval of the District.

Any addenda or bulletins issued up until 72-hour prior to the time set for opening of Proposals shall form a part of the documents and specifications issued to vendors for the preparation of their Proposals and shall constitute a part of the contract documents.

17. PRODUCE TRACEABILITY INITIATIVE:

Vendor must be able to accurately demonstrate its traceability system and capabilities as related to recalls upon request.

18. PRODUCE GRADE

Unless indicated otherwise in the product specifications, the District expects to be offered US No 1 product at all times.

19. PRODUCE QUALITY ASSURANCE:

The District expects that all produce will be inspected for quality assurance, and any produce that does not appear to be the highest quality be pulled and replaced before shipping out to sites.



20. WEEKLY PRICE SHEETS:

Vendor must supply Nutrition Services with a weekly price sheet of available produce items.

21. PRODUCT ORIGIN TRANSPARENCY:

The District requires clear identification of the origin of product on the weekly offering list, invoices, and cases.

This includes:

- a. Mandatory identification of Country of Origin;
- b. Mandatory identification of California products;
- c. Mandatory identification of state of origin of other products; and
- d. Preferred identification of Farm/Farmer.

22. DOMESTIC LOCAL ORIGINATION:

The District expects that all produce offered will be of domestic origin as much as the prevailing market conditions allow, with notable exception of bananas. The District preference is to purchase domestic local produce, balancing origin with quality.

The District defines domestic local within a tiered format:

- a. Local as defined within 25 miles of Ventura County border
- b. Regional as defined within 250 miles of Ventura County border
- c. State as defined as within California

23. COMMENCEMENT OF DELIVERIES:

After receiving written notification of award, the successful Vendor shall be required to commence with the delivery of all items, which have been awarded, within fourteen (14) calendar days after receipt of the District purchase order. Failure to complete all deliveries within fourteen (14) calendar days after receipt of a District purchase order shall be considered sufficient cause for default action under the DEFAULT provision of this Proposal.

24. EVIDENCE OF RESPONSIBILITY:

Upon the request of the District, a Proposer shall submit promptly to the District satisfactory evidence showing the Proposer's financial resources, the Proposer's experience in the type of work being required by the District, the Proposer's organization availability for the performance of the contract and any other required evidence of the Proposer's qualifications, competency, and responsibility to perform the proposed contract. The District may consider such evidence before making its decision in awarding the proposed contract. Failure to submit evidence of a Proposer's responsibility to perform the proposed contract may result in rejection of the Proposal. The District reserves the right to reject the Proposal of any vendor who has previously failed to perform properly to complete on time contracts of a nature similar to this project.

25. PRE-AWARD CONFERENCE:

The apparent low responsive and responsible Proposer may be required to attend a pre-award conference with District representatives, within five (5) calendar days of District request.

The purpose of the pre-award conference will be to discuss and evaluate the Proposer's experience in the performance of a contract of similar scope, to discuss the invoicing and credit requirements, and to assure District representatives that the Proposer possesses an understanding of the scope of the contract, including the service, insurance and delivery requirements of the District.



The decision of the District's representatives as to the ability of the Proposer to successfully service this contract in accordance with the requirements shall be final.

26. PROPOSAL DOCUMENT:

All Bidders should fully acquaint themselves with the conditions and terms affecting the performance of the Contract if awarded. The Bidder's submission of a Proposal shall be taken as prima facie evidence of compliance and knowledge of all RFP documents and addenda. Proposals must be verified before submission, as they cannot be withdrawn after their opening.

27. TAXES:

Unless otherwise specified, taxes shall not be included in the prices quoted. The District will compute the state sales and use taxes. Federal excise taxes are not applicable to school districts.

28. DISCOUNTS:

Any discounts offered by Proposers must be stated clearly on the Proposal form itself so that the District can calculate properly the net cost of the Proposal. Offers of discounts or additional services not delineated on the Proposal form will not be considered by the District.

Prompt payment discounts of less than fifteen (15) days will not be considered. Discounts, when given, will be figured from date of receipt of accurate invoices, provided complete delivery and acceptance of the order has been made. If delivery date is later than date of receipt of invoice, billing date will coincide with delivery and acceptance date.

29. FOB DESTINATION PRICING:

Proposers must quote prices "F.O.B. Destination" to the District delivery location(s) specified on the District Fact Sheet & Contact Information form. Prices should be stated in the units specified and Proposers should quote each item separately. The District will not pay drayage, packing, or shipping and handling charges, nor shall the District pay for any fuel surcharges that are not indicated herein. Additionally, all prices offered by Proposers, must include on site off loading and inside delivery.

30. QUANTITIES:

The quantities indicated on the Product Quotation Sheets are the District's best estimate, as determined from previous annual totals and projected usages, and do not obligate the District to purchase the indicated quantities. The actual quantities required may be substantially more or less than indicated herein.

The District does not guarantee order quantity amounts nor shall orders be limited to these specific figures. This is an indefinite-quantity bid, however the quantities listed are a good faith estimate. Proposers shall not specify minimum or maximum quantities or charges for order types, unless specifically allowed. Unlimited orders within the term of the contract shall be allowed to the District at prices quoted. The estimated quantities listed are for the purposes of forecasting and not to be considered a promise to purchase. The provisions of the contract shall in no way prohibit the District from making an incidental purchase from another supplier for the same services listed herein.

31. SAMPLES AND DEMONSTRATIONS:

On request, samples of the products being proposed shall be furnished free of cost to the District. Proposers may be required to demonstrate any item(s) proposed. Such demonstration(s) shall be made within the Oxnard Union High School District boundaries. The District reserves the right to reject the Proposal of any Proposer failing to submit samples or provide demonstrations as requested.

32. PRODUCT SPECIFICATIONS FOR ALTERNATE BRANDS:



Any Proposer offering a brand other than those specified shall furnish specification sheets, product information and other pertinent literature with their Proposal. At the District's discretion, the substituted item will be reviewed and either accepted or rejected. The substituted item must be equal in quality, ingredients and availability. OUHSD will act as the sole decision maker in this process.

33. CONTAINER COSTS AND DELIVERY:

All costs for containers shall be borne by the Proposer. All products shall conform to the provisions set forth in the federal, county, state and city laws for their production, protection, handling, temperature control, processing and labeling. Packages shall be so constructed to ensure safe transportation to point of delivery.

Deliveries shall be required at the locations, times and frequencies listed on the District Fact Sheet & Contact Information form. Upon award of Proposal, Supplier shall keep sufficient stocks of product and service material to insure prompt delivery and service schedules. Minimum quantities required in order for the District to place orders for needed items must be clearly indicated on the proposal forms.

34. NEGOTIATIONS:

A response to any specific item of this invitation to Proposal with terms such as "negotiable," "will negotiate," or similar, will be considered non-responsive to that specific item.

35. INTERPRETATION OF SPECIFICATIONS AND DOCUMENTS

If any person submitting a Proposal is in doubt as to the true meaning of any part of this RFP, specifications or other contract documents, or finds discrepancies in any part of this RFP, he/she may submit a written email request for an interpretation or correction to the District's Purchasing Director, Deanna Rantz, Deanna.Rantz@oxnardunion.org. Any interpretation or correction of the contract document will be made only by a Clarification or Addendum. The District will not be responsible for any other explanations or interpretations of the RFP documents. Any addenda issued during the time of this invitation for Proposals, or forming a part of the documents provided to the Proposer for the preparation of his Proposal, shall be made a part of the contract. No Addenda will be issued later than three (3) days prior to the date set for the opening of Proposals so that all inquiries can be answered in writing and distributed to all vendors in ample time before the opening date for Proposals.

36. PROPOSERS INTERESTED IN MORE THAN ONE PROPOSAL

No person, firm or corporation shall be allowed to make, or file, or be interested in more than one Proposal for the same work or products. A person, firm, or corporation who has submitted a sub-proposal to a Proposer, or who has quoted prices of materials to another Proposer, is not thereby disqualified from submitting a sub-proposal or quoting prices to other Proposers or making a prime proposal.

37. MODIFICATIONS TO AGREEMENT

Any modifications, qualifications, exceptions, changes made to the District's terms, specifications, and conditions detailed herein shall be grounds for rejection of Proposal.

38. SPECIFICATIONS AND ACCEPTABLE BRANDS

The use of the name of a manufacturer or any special brand or make in the specifications is not intended to restrict Proposers. The specification establishes the character or quality of the article desired, but the goods on which proposals are submitted must, in all cases, be equal to or of better quality than the item specified, and must clearly state the brand and product number. Such substitution shall be accepted only if determined by the District to be equal or superior in all respects to that specified. Samples shall be submitted in accordance with No. 32, Samples and Product Evaluation. If the brand offered as "equal" is not acceptable by the District as "equal" to the brand and product specified, vendor must furnish one of the specified brands at the same price quoted in the original proposal submitted.



It is understood and agreed that the Proposer is quoting upon the identical item as specified, unless stated otherwise specifically in the space provided. The words "as specified" or the initials A.S. or A/S or any accepted symbols meaning "as specified" will be considered by the District as being exactly the same as the item listed.

On all items where no brand names are indicated, Proposers may offer products which will be subject to the District's evaluation. If the product offered is not acceptable by the District for the item as specified, vendor must furnish an acceptable product at the same price quoted in the original proposal submitted. Once the District places an order for products listed within this RFP, Supplier must provide the same items and prices Proposed. Supplier shall not make any substitutions without the District's consent.

39. SAMPLES AND PRODUCT EVALUATION

If a substitute item is Proposed, and the District requires a sample, vendor will be notified to supply a case sample of that item, within two (2) business days. Each sample must be labeled with the Proposal number and product item number and be delivered to: Oxnard Union High School District, Attn: Deanna Rantz, Purchasing Dept., 1800 Solar Drive, Oxnard, CA 93030.

Failure to provide the substitute sample within the designated time period may result in rejection of that item and/or Proposer's disqualification of award of contract.

The District reserves the right to accept or reject substitute items at its own discretion. Once a decision is made by the District, that decision shall be final.

40. NUTRITIONAL INFORMATION

The approved Proposer must provide easy access to product information sheets for all products indicated on the Proposal Worksheets and any additional items provided in this Proposal document or purchased in the future by the District. Vendors shall not provide product specification sheets unless specifically asked to do so, such as with alternative brands and/or if a sample case is requested. The District requests that all product specifications are available electronically on vendor's ordering website and not sent with Proposal responses.

Acceptable documents that meet this requirement are:

1. Product Formulation Statements including:
 - Product name, code number, and serving size
 - Type and weight of creditable ingredient
 - Printed name and signature, title of company representative (this certifies that the information on the PFS is true and correct) and date signed (date must be current)
2. The Child Nutrition Label
 - A voluntary federal labeling program that provides a warranty for CN-labeled products
The contribution to the meal pattern is on the label in a special format
 - Carries the CN logo with the contribution
 - States the month and year of approval and
 - The product identification number is assigned by USDA FNS

41. WARRANTY OF QUALITY:

The Vendor, manufacturer, or its assigned agent shall guarantee the food products against all defects, including but not limited to:

- (a) Cases and packaging shall be constructed to ensure safe and sanitary transportation to point of delivery. Damaged cases or packages may be rejected and returned for credit or immediate replacement at no cost to the District.

(b) All products delivered shall be delivered in fresh form, with adequate shelf life, no less than one month from the date of delivery.

(c) The District reserve the right to immediately discontinue service of any or all portions of any Contract resulting from this RFP for any reason determined by the District to be detrimental to the health and welfare of the students and school personnel, or failure to meet Contract specifications or wholesomeness standards, and to hold the Contractor in default.

42. INSPECTION OF FACILITIES – EVALUATION:

The District reserves the right to inspect the facilities of the Bidder prior to award of the Contract. If the District determines after such inspection that the Bidder is not capable of performance within the District's standards, their Proposal will not be considered. The findings and decisions of the District shall be final.

43. FOOD DEFENSE:

Proposer's distribution facility must be registered with the Food and Drug Administration and meet the requirements of the Food Safety Modernization Act (FSMA). For further information visit the FDA's official site at <http://www.fda.gov/Food/GuidanceRegulation/FSMA/default.htm>. Failure to register prior to the close of the Proposal may result in the Proposer's disqualification for Contract award.

44. SAFETY AND SANITATION:

Food Services staff will only accept and receive product that meets all food safety and sanitation requirements, therefore Food Services staff may at any time:

- Inspect delivery trucks for any signs of contamination.
- Check all expiration and best if used by dates.
- Use thermometers to check temperatures.
- Accept product only at acceptable temperatures.
- Reject unacceptable items.

45. PRODUCT RECALLS:

If a product recall is instituted on an item that has been furnished and delivered to the District, Vendor must immediately notify the Nutrition Services Department at the District with all pertinent information regarding the recall.

46. CREDIT MEMOS:

The Vendor's delivery driver shall provide each location with a credit at the time of delivery for all merchandise short on delivery, or damaged or spoiled product necessitating a return or reorder. A copy of this credit, priced and extended, shall be mailed with the corresponding invoice to the District's Nutrition Services Accounting Department within 10 days.

47. REFERENCES

Proposer will provide three (3) current references that require deliveries to multiple locations. These references must include the client name, address, phone number and name of contact person. At least two of the three references provided must be from school districts located within California.

48. TERMINATION OF CONTRACT WITHOUT CAUSE:

The District may terminate their Contract at any time by giving the Vendor thirty (30) days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Other than payments for goods or services satisfactorily rendered prior to the effective date of said termination, Vendor shall be entitled to no further compensation or payment of any type from the District.



49. DISTRICT'S RIGHT TO WITHHOLD CERTAIN AMOUNTS AND MAKE APPLICATION THEREOF:

The District may withhold a sufficient amount or amounts of any payment otherwise due to the Vendor, as in its judgment may be necessary to cover defective items not remedied or a failure to deliver requested items, and the District may apply such withheld amount or amounts to the payment of such claims in its discretion.

50. CANCELLATION FOR INSUFFICIENT OR NON-APPROPRIATED FUNDS

The bidder hereby agrees and acknowledges that monies utilized by the District to purchase the items bid is public money appropriated by the United States Department of Agriculture and State of California or acquired by the District from similar public sources and is subject to variation.

51. MULTI-YEAR EXTENSIONS:

Subject to the provisions of pricing-terms of Contract, and pursuant to Education Code Sections 17596 and 81644, this Proposal may be extended (by mutual consent expressed in writing) for two (2) additional fiscal school years.

The extension may be granted on a year-by-year basis provided that the following conditions are met:

- A. Each respective Member District has deemed the products and services of the Vendor satisfactory.
- B. The Vendor has submitted a list of the price increases for the next fiscal year (July 1 to June 30) by the last business day in April. Price increase must be in accordance with the Los Angeles County Consumer Price Index for the current year but not to exceed a maximum increase of five percent (5%) per Contract term.

52. PROPOSAL FORM DIRECTIONS:

- a. Proposer must use the Pricing Sheet template provided on the accompanying Proposal documents.
- b. The Pricing Sheet must accompany the completed formal Proposal.
- c. Proposer must complete all requested information on Pricing Worksheet, Exhibit A.
- d. Proposer must submit all pricing pages, even those without responses.
- e. The Districts reserve the right to purchase additional units, at various quantities, under the terms and conditions provided in this RFP.
- f. The District reserves the right to reject any or all proposals, in whole or in part, and to be the sole judge of the merits and qualifications of all proposals and the products submitted as "equal" to the District's specifications and not necessarily accept the lowest price offered.
- g. The District reserves the right to reject proposals with multiple items per line item. Proposers submitting Proposals with more than one item per line item may be rejected on grounds of non-responsiveness or non-responsibility.

53. PROTESTS PROCEDURES:

Any bid protest by any Bidder regarding any other bid must be submitted in writing to the District Director of Purchasing, before 5:00 p.m. of the **THIRD (3rd)** business day following bid opening.

- a) Only a bidder who has actually submitted a bid, and who could be awarded the Contract if the bid protest is upheld, is eligible to submit a protest. A Bidder may not rely on the bid protest submitted by another Bidder.
- b) A bid protest must contain a complete statement of any and all basis for the protest and all supporting documentation. Materials submitted after the bid protest deadline will not be considered.
- c) The protest must refer to the specific portions of all documents that form the basis for the protest.
 - (1) The protest must include the name, address, telephone number and email address of the person representing the protesting party.



- (2) The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
- (3) The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

54. GENERAL INSTRUCTIONS:

Proposals are requested for furnishing the District with Produce Items for the period of July 1, 2025 through June 30, 2026. The District reserves the right to determine purchase amount based on the District's operational need. Proposals are to be verified before submission, as they cannot be corrected or withdrawn after Proposals are opened. The signatures of all persons shall be in longhand and in ink. Bidders shall fully inform themselves as to all existing conditions and limitations of the RFP documents, including all addenda. No allowance will be made because of lack of such examination, inquiry, or knowledge. All Proposals shall be submitted electronically with subject line including, "RFP 703 Produce Products" by the submission due date, and time. It is the sole responsibility of the Bidders to see that their Proposal is received on time. Any Proposals received after the scheduled closing time for receipt of proposals will not be viewed and will not be accepted. No oral or telephonic modification of any proposal submitted will be considered or accepted.

55. LIMITATIONS:

The District shall not be obligated to accept the lowest priced Proposal, but will be evaluating Proposals with the intent of awarding to Responsible Vendors. The District reserves the right in its sole and absolute discretion to accept Proposals, or any part of Proposals, as deemed necessary for the best interest of the District. The District may take into account the performance of the Bidder with respect to any recent contract(s) with other school districts. The District, however, reserves the right to reject any one or all Proposals, to waive any informality in the Proposals, to judge the merit and qualification of the materials, equipment, and services offered, and to accept whatever Proposal is deemed to be the lowest responsible Proposal meeting all the criteria specified in the Proposal and is in the best interest of the District. This RFP is not an offer by the District to contract with any party responding to this RFP. The District makes no guarantee that participation in the RFP process will lead to an award of Contract, or any consideration whatsoever. The District shall, in no event, be responsible for the cost of preparing any proposal in response to this RFP. The awarding of the services Contract, if at all, is at the sole discretion of the District.

56. PROVISION BUY AMERICAN:

SEE ATTACHED

This Certification is required for all items domestically grown and processed in the United States which exceeds fifty-one (51%) domestic end product. Proposer is to provide certification for all products derived from domestic products to include Fruit, Vegetables, Grains, Legumes, and Oil-based products. Failure to certify such items may disqualify award of such line item. Please list on spreadsheet, on the line items Proposer Bid for items for which the nutrition label includes Domestic product 51%. Please also include the country of origin and country processed if product is forty-nine percent (49%) or less processed in America. Federal regulations require that to the maximum extent possible, only domestic products are to be purchased consistent with the "Buy American" provisions of Public Law (P.L.) 105-336 under the Richard B. Russell National School Lunch Act. Manufactured end products must be manufactured in the United States. Any product processed must contain over fifty percent (50%) of the product's food component, by weight or volume, from U.S. origin. This definition of domestic product serves both the needs of schools and American agriculture. Nutrition labels should include the country of origin for both domestic and imported food products. The District requires that suppliers certify the food product was processed in the U.S. and certify the percentage of U.S. content, by weight or volume, in the food component of



Buy American Fresh Produce Buying Guide FRUITS

GSF DESCRIPTION	CALIFORNIA DOMESTIC	OTHER DOMESTIC	STATE	TRANSITIONAL MONTHS	IMPORT	IMPORT FROM	Category	Exception Required	Type of Exception	Time Frame	Reason for Exception
ORANGES CARA CARA	Dec - April	-	-	-	-	-	CA	No	-	-	-
NECTARINES	May - Oct	-	-	-	-	-	CA	No	-	-	-
PEACHES	May - Oct	-	-	-	-	-	CA	No	-	-	-
PERSIMMONS FUJU	Oct - Dec	-	-	-	-	-	CA	No	-	-	-
PLUM RED OR BLACK	May - Nov	-	-	-	-	-	CA	No	-	-	-
PLUOT	June - Sept	-	-	-	-	-	CA	No	-	-	-
TANGELOS MINNEOLA	Nov - March	-	-	-	-	-	CA	No	-	-	-
TANGERINE CLEMENTINE	Oct - March	-	-	-	-	-	CA	No	-	-	-
APPLES FUJI	Oct - April	All Year	OR, WA	-	-	-	D	No	-	-	-
APPLES GALA	Sept - June	All Year	OR, WA	-	-	-	D	No	-	-	-
APPLES GRANNY SMITH	Sept - June	All Year	OR, WA	-	-	-	D	No	-	-	-
APPLES PINK LADY	Nov - April	All Year	OR, WA	-	-	-	D	No	-	-	-
APPLES RED DELICIOUS	Sept - June	All Year	OR, WA	-	-	-	D	No	-	-	-
APPLES SLICED GREEN IW	Sept - June	All Year	OR, WA	-	-	-	D	No	-	-	-
APPLES SLICED RED	Sept - June	All Year	OR, WA	-	-	-	D	No	-	-	-
ORANGE SMILE WEDGES	Nov - April, June - Sept	-	-	-	-	-	D	No	-	-	-
ORANGES VALENCIA	Nov - April, June - Sept	Jan - May	TX	-	-	-	D	No	-	-	-
ORANGES NAVEL	Nov - April, June - Sept	Jan - May	TX	-	-	-	D	No	-	-	-
PEARS GREEN OR RED	July - Nov	Oct - Sept	OR, WA	-	-	-	D	No	-	-	-
BANANAS	-	-	-	-	-	-	D	No	-	-	-
MANGO CHUNKS	-	-	-	-	-	-	F	Yes	Annual	-	Not produced domestically in sufficient or satisfactory quantity
PINEAPPLE	-	-	-	-	-	-	F	Yes	Annual	-	Not produced domestically in sufficient or satisfactory quantity
BLACKBERRIES	June - Oct	July - Sept	OR	-	All Year	COL, CR, EQ, GUAT, HOND MX, BRAZIL, GUAT, ECUADOR	F	Yes	Annual	-	Not produced domestically in sufficient or satisfactory quantity
BLUEBERRIES	April - July	July - Oct	OR, WA	-	All Year	CR, HOND, MX	F	Yes	Annual	-	Not produced domestically in sufficient or satisfactory quantity
CANTALOUPE	June - Sept	Aug - Nov	AZ	Nov	Oct - May	MX, CH	F&D	Yes	Seasonal	Oct thru May	Not produced domestically in sufficient or satisfactory quantity
GRAPES GREEN & RED	May - Nov	May - July	-	Dec & May	Nov - May	CH	F&D	Yes	Seasonal	Nov thru April	Not produced domestically in sufficient or satisfactory quantity
HONEYDEW	June - Nov	May - July	AZ	Dec & May	Jan - May	CR, DR, GUAT, HOND, MX MX & CH	F&D	Yes	Seasonal	Nov thru May	Not produced domestically in sufficient or satisfactory quantity
KIWI	Oct - Feb	Nov - June	AZ	Feb-March	Oct - July	MX	F&D	Yes	Seasonal	Dec thru May	Not produced domestically in sufficient or satisfactory quantity
LEMONS	All Year	Nov - June	AZ	-	April - Sept	CH	F&D	Yes	Seasonal	Feb thru Sept	Not produced domestically in sufficient or satisfactory quantity
LIMES	Jan - March	-	-	-	July - Dec	MX	F&D	Yes	Seasonal	April thru Dec	Not produced domestically in sufficient or satisfactory quantity
STRAWBERRIES	March - Sept	-	-	Oct-Nov	All Year	MX	F&D	Yes	Seasonal	Oct thru Feb	Not produced domestically in sufficient or satisfactory quantity
WATERMELON SEEDLESS	May - Sept	May - July	AZ	Oct	Nov - May	MX, CR, GUAT	F&D	Yes	Seasonal	Oct thru April	Not produced domestically in sufficient or satisfactory quantity

This is a general representation of the origin for produce items for menu planning purposes. The actual produce origin at the time of sale may vary depending on weather and growing conditions. © 2022

CA = California Grown D = Domestically Grown (USA) F = Foreign Grown (Outside USA) D&F = Domestic or Foreign Grown

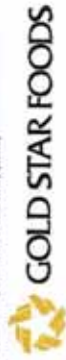




Buy American Fresh Produce Buying Guide VEGETABLES AND HERBS

REF DESCRIPTION	CALIFORNIA/DOMESTIC	OTHER DOMESTIC	STATE	TRADITIONAL SEASONS	IMPORT	REPORT FROM	CATEGORY	ORIGIN DETAILS	Exceptional Required	Type of Origin	Time Frame	Reason for Exception
ASFOKED COURSE	Oct - Nov							San Joaquin and Sacramento, CA	No	-	-	
BOK CHOY	AB Year						CA	Selma, Okaloosa, CA	No	-	-	
CABBAGE	AB Year						CA	Selma, Santa Maria, Oxnard, CA	No	-	-	
CARROTS	AB Year						CA	Redlands, CA	No	-	-	
CARROTS BUNCH	AB Year						CA	Redlands, CA	No	-	-	
CARROT/CELERY COMBO (50/50)	AB Year						CA	Redlands, CA	No	-	-	
CORN	AB Year						CA	Redlands, CA	No	-	-	
CORN PHOSPHOS 5' X 7"	Sept - Nov						CA	Southern CA	No	-	-	
BROCCOLI	AB Year	Nov - April	AZ, TX				D	San Joaquin and Sacramento, CA	No	-	-	
CARFLOWER	AB Year	Dec - March	AZ				D	Selma, Oxnard, CA / Arizona / Texas	No	-	-	
CELERY	AB Year						D	Selma, Oxnard, CA / Arizona	No	-	-	
MALE	AB Year						D	Selma, Oxnard, CA / Arizona	No	-	-	
LETTUCE GREEN LEAF	AB Year	Jan - June	AZ				D	Selma, Oxnard, CA / Arizona / Washington / Idaho	No	-	-	
LETTUCE ICEBERG	April - Dec	Jan - June	AZ				D	Kern, Schaffner, CA / Arizona / Washington / Idaho	No	-	-	
LETTUCE ROMAINE	AB Year	Nov - April	AZ				D	Kern, Schaffner, CA / Arizona / Washington / Idaho	No	-	-	
POTATO RED	AB Year	AB Year	AZ, IL, WA				D	Kern, Schaffner, CA / Arizona / Washington / Idaho	No	-	-	
POTATO BUSH	AB Year	AB Year	AZ, IL, WA				D	Selma, Oxnard, CA / Arizona	No	-	-	
SWEET POTATOES	AB Year	Jan - June	AZ				D	Selma, Oxnard, CA / Arizona	No	-	-	
LETTUCE ROMAINE W/RYBAR	April - Dec	Apr - July	WA			WA, PR, HI	D	Imperial and Coachella Valley, CA / WA / Mexico / Peru /	No	July-Nov Mar	Not produced domestically in sufficient or satisfactory quantity	
LETTUCE ROMAINE W/RYBAR	Apr - Nov	Apr - May	WA			MO, DC, HI	FED	San Diego, CA / Mexico / Dominican Republic / Chile	Yes	Dec-Nov Mar	Not produced domestically in sufficient or satisfactory quantity	
ARROWROOT STAMBORED BUNCH	Apr - Nov					MO	California / Mexico	No	-	-	Not a meal component under NLP	
ASPARAGUS	Apr - Nov					MO	California / Mexico	No	-	-	Not a meal component under NLP	
BELL PEPPER	Apr - Nov					MO	California / Mexico	No	-	-	Not a meal component under NLP	
CHICKEN	May - Nov					MO	California / Mexico	No	-	-	Not a meal component under NLP	
FARFA VEGETABLE MIX	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
GARLIC FRESH PEELER & WHOLE BULK	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
GINGER ROOT	Oct - Dec					MO	California / Mexico	No	-	-	Not a meal component under NLP	
KOHLE	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
MARSH BUNCH	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
MUSHROOM	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
ONION BROWN	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
ONION RED	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
ONION GREEN BUNCH	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
PANLEY BUNCH	AB Year					MO	California / Mexico	No	-	-	Not a meal component under NLP	
SNOW PEAS	Jan - July					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
SUGAR SNAP PEAS	Jan - July					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
PEPPER (RED/JALAPENO)	AB Year					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
BELL PEPPER - ALL VARIETIES	AB Year					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
RAISINS	AB Year					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
SPINACH	AB Year					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
SQUASH YELLOW	Sept - June					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
SQUASH ZUCCHINI	Sept - June					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
TOMATOES	Aug - Oct					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
TOMATO ALL VARIETIES	Aug - Nov					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	
CORN YELLOW or WHITE	April - July					MO	California / Mexico / Guatemala	No	-	-	Not a meal component under NLP	

This is a general representation of the origin for produce items for menu planning purposes. The actual produce origin at the time of sale may vary depending on weather and growing conditions. © 2022
 CA = California Grown D = Domestically Grown (USA) F = Foreign Grown (Outside USA) D&F = Domestic or Foreign Grown





GOLD STAR FOODS

Buy American Certification – March and April 2025

Dear Valued Produce Customer,

To support our partner school districts in complying with the Buy American Provision, we are providing you with the following list of fresh produce items being offered and their associated point of origin. The items listed in the foreign sourced category will remain in effect through April 2025.

Fresh Produce Category – Domestic Origin	Fresh Produce Category – Foreign Sourced Product	N = N/A Grown P= Price S= Season
Apples (All Varieties) - WA	Avocados - Mexico	S
Broccoli – AZ/CA	Bananas - Central & South America	N
Cabbage - CA	Edamame – China	N
Cauliflower – AZ/CA	Jicama - Mexico	S
Carrots - CA	Cucumber – Mexico	S
Celery - CA	Limes - Mexico	S
Mushrooms – CA/PA	Pineapple – Central America	N
Lemons – AZ/CA	Watermelons - Mexico	S
Lettuce – Green Leaf - AZ/CA	Melons Cantaloupe & Honeydew – Mexico & Guatemala	S
Lettuce – Iceberg/Romaine - AZ/CA	Grapes – Peru & Chile	S
Oranges - CA	Squash Zucchini - Mexico	S
Oranges Cara Cara & Blood - CA	Tomatoes - Mexico	S
Pears - WA	Kiwi - Italy	S
Spinach – AZ/CA	Peppers - Mexico	S
Tangelo - CA	Mango Brazil, Peru, & Ecuador	s
Tangerine - CA		

All foreign purchased items have moved growing regions and are no longer harvested within the United States and are not available from domestic sources. We will provide additional updates throughout the school year as the growing seasons change.

Respectfully,
Produce Team
Produce Gold Star Foods

THE School Nutrition Supply Chain™

(800) 540-0215 | goldstarfoods.com | @goldstarfoods
2855 E Guasti Rd, 6th floor // Ontario, CA 91761





GOLD STAR FOODS

Buy American Certification – May and June 2025

Dear Valued Produce Customer,

To support our partner school districts in complying with the Buy American Provision, we are providing you with the following list of fresh produce items being offered and their associated point of origin. The items listed in the foreign sourced category will remain in effect through June 2025.

Fresh Produce Category – Domestic Origin	Fresh Produce Category – Foreign Sourced Product	N = N/A G= Grown P= Price S= Season
Apples (All Varieties) WA	Avocados - Mexico	S
Broccoli AZ/CA	Bananas - Central & South America	N
Cabbage (Green and Red) CA	Edamame – China	N
Cantaloupe AZ	Jicama - Mexico	S
Cauliflower AZ/CA	Kiwi Fruit - Italy	S
Carrots CA	Limes - Mexico	S
Celery CA	Pineapple – Central America	N
Lettuce – Green Leaf AZ/CA	Cucumber MX	
Lettuce – Iceberg/Romaine AZ/CA	Grapes Peru/Chile	
Oranges (Valencia) CA	Honeydew/Cantaloupe MX	
Peaches CA	Squash Zucchini MX	
Nectarines CA	Watermelons MX	
Strawberries CA	Tomatoes MX	

All foreign purchased items have moved growing regions and are no longer harvested within the United States and are not available from domestic sources. We will provide additional updates throughout the school year as the growing seasons change.

Respectfully,
Gold Star Foods
Produce Team





processed food products supplied to it pursuant to such laws. Upon submission of Proposal, Bidder will be required to provide certification of the origin of food products. **IF REQUESTED please indicate % American content for each food component submitted on the pricing spreadsheet, and list the country of origin in the section provided. In addition, Proposer may be required to provide or fill out an additional certification paper for each awarded domestic line item stating the following: "We require bidders to certify that [insert product name] was processed in the U.S. and contains over [insert % of weight or volume] of its agricultural food component from the U.S."**

- The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a United States product are significantly higher than the non-domestic product by 10% or more.

This policy will allow for an exception only in the case when an acceptable product is not available domestically, in which case other countries of origin may be considered for purchase. Upon offer to award, failure to certify any such line items may disqualify award of such line item.

Assembly Bill 778 (Statutes 2022): This law (effective January 1, 2023) adds LEAs to the FAC, Section 58595(c), which requires LEAs to accept a bid or price for that agricultural food product when it is grown in California before accepting a bid or price for a domestic agricultural food product that is grown outside the state, when both of the following are met:

1. The bid or price of the California-grown agricultural food product does not exceed the lowest bid or price for a domestic agricultural food product produced outside the state.
2. The quality of the California-grown agricultural food product is comparable to that domestic agricultural food product produced outside the state.

Farm Animal Confinement (Prop 12): Effective September 1, 2022, the California Department of Food and Agriculture (CDFA), Animal Health and Food Safety Services, adopted Title 3, California Code of Regulations (3 CCR), sections 1320-1326, which are related to Proposition 12 (2018), the Farm Animal Confinement Initiative. Proposition 12 amended *Health and Safety Code* to require that veal calves, breeding pigs, and egg laying hens be housed in confinement systems that comply with specific minimum standards for freedom of movement, cage-free designation, and minimum floor space.

When federal meal and state reimbursement funds are used, whether directly by a school food authority or on their behalf, CNP Operators must ensure all procurement transactions (excluding USDA foods) for food purchases are compliant with Proposition 12, this includes verifying compliance when monitoring contracts. Implementation should be achieved by including Proposition 12 in the following:

- Procurement procedures
- State agency prototypes documents
- Procurement solicitations
- Bid specifications

57. RESTRICTIONS ON LOBBYING AND CONTACT:

From the period beginning with the date of the issuance of this RFP and ending on the date of the award of the Contract, no person or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact, through any means, or engage in any discussion regarding this RFP, the evaluation or selection process, and/or the award of the Contract with any member of the District, Board of Trustees, selection members, other than the named contacts herein. Any such contact shall be grounds for disqualification of the entity submitting a response.



58. EXECUTIVE ORDER N-6-22-RUSSIA SANCTIONS:

Order N-6-22 (the "EO") regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the District determine Proposer is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for grounds for disqualification of the entity submitting a response or termination of any Contract awarded. The District shall provide Vendor advance written notice of such termination, allowing Vendor at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the District.

59. RAW/PROCESSED POULTRY PROHIBITION:

SP 11 CACFP 10 SFSP 06-2021: Consolidated Appropriations Act, 2021: Effect on child Nutrition Programs- Prohibits all purchases of raw or processed poultry imported from the Peoples Republic of China (no exceptions). In Section 764, of Division A of the Appropriations Act, Congress provides that funds made available by the Appropriations Act cannot be used to procure raw or processed poultry products imported into the United States from the People's Republic of China for use in the child nutrition programs. Child nutrition program operators that program funds may not be used to procure raw or processed poultry products from the People's Republic of China. Vendors shall comply with applicable law.

60. SB 490 GUIDELINES:

In adherence of SB 490, only the purchase of agricultural food products grown, packed, or processed domestically is authorized unless any of the following applies:

1. The bid or price of the nondomestic agricultural food product is more than twenty-five percent (25%) lower than the bid or price of the domestic agricultural food product.
2. The quality of the domestic agricultural food product is inferior to the quality of the agricultural food product grown, packed, or produced non-domestically.
3. The agricultural food product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality to meet the needs of the public institution.

An "Agricultural food product" means a fresh or processed product, including fruits, nuts, vegetables, herbs, mushrooms, dairy, shell eggs, honey, grains, livestock meats, poultry meats, and fish, including shellfish.

61. FUEL SURCHARGES:

Absolutely no fuel surcharges will be accepted under this RFP and the addition of such charges shall not be permitted during the period of the term of this Contract. Vendors shall comply with applicable law.

62. MODIFICATIONS TO THE CONTRACTED LIST:

During the term(s) of a Contract awarded under this RFP, additional purchases not included in this solicitation list and resulting awarded Contract may become necessary and benefit the District. Both parties agree that the aggregate value of added purchases during each year of the Contract, if renewable, shall not exceed ten percent (10%) of the estimated total value of the Contract. The total value of the Contract must be agreed upon and the dollar value listed in every Contract and Contract renewal through a Contract amendment, and the total Contract value adjusted accordingly. For each Contract renewal, the total actual value of the Contract in the preceding year and the additions made during the Contract term will be the basis for determining the maximum dollar amount not to exceed ten percent (10%) of additional goods that will be allowed during the next Contract renewal year.

There may be occasions when the District needs to purchase goods not included in the existing Contract. Such purchases will be made by the District using applicable procurement methods such as micro purchases, small purchase procedures, sealed bids, or competitive proposals depending on the value of the purchase. If it is



determined that the purchases are needed on an ongoing basis, they may be added to the Contract through an addendum at the renewal of the Contract. This will be the first and only method of purchases during the contracted year exercised by the District. Upon a renewal, then the above ten percent (10%) option will be exercised.

Note: 2CFR § 200.320(c) will be activated for the following instances:

There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- (5) After solicitation of a number of sources, competition is determined inadequate.

63. VEHICLE DELIVERY CONDITIONS:

All vehicles and containers used for transporting foodstuffs must be kept clean and maintained in good repair and condition in order to protect foodstuffs from contamination, and must be designed and constructed to permit adequate cleaning and/or disinfection. Vehicles must be capable of maintaining foodstuffs at appropriate temperatures and, where necessary designed to allow those temperatures to be monitored. This means that vehicles that transport perishable food items, either frozen or refrigerated, must be equipped with appropriate refrigeration systems in order to maintain products at appropriate temperatures. Frozen food items must be delivered frozen solid without any signs of being thawed and refrozen. Dairy products and refrigerated processed foods must be delivered at an internal temperature of 40°F or lower. Additionally, products must be delivered free of infestation including, but not limited to, larvae and rodent droppings. Any product that fails to be delivered within these parameters will be rejected.

64. PRODUCT QUALITY CONTROL:

The District reserve the right to discontinue service of all or any portion of any Contract resulting from this RFP for any reason determined by the District to be detrimental to the health and welfare of the students and school personnel, or failure to meet Contract specifications or wholesomeness standard, and to hold the Contractor in default. All products received under this Contract shall be processed according to the health and sanitation standards for plant facilities and food processing established by the locality or state in which Distributor's plant is located or by the applicable federal standards, whichever is higher. Distributor shall provide products from manufacturers with a Hazard Analysis Critical Control Point (HACCP) system in place. Additionally, Distributor shall ensure that all products received under this Contract shall be prepared, handled and are stored in accordance with the health and sanitation standards for the County of Los Angeles or local city/county agency in which product was produced, State of California, and/or Federal Government, whichever is higher. Distributor shall follow appropriate procedures for First in First out (FIFO) stock rotation system. Products received shall not have a shelf life or expiration date less than one month from the date of delivery. Distributor shall follow appropriate handling and storage practices; this will include providing proof of established sanitation procedures and an active pest control program to assure proper information. In the event of product contamination issue, Distributor shall provide trace back capabilities for all products to the point of origin. **Evidence of such procedures should be submitted with Proposal (HACCP Plan, Food Security and Safety Program and Pest Control Policy)**

65. HEALTH INSPECTION:

The Distributor must include a copy of the most recent Environmental Health Official Inspection Report of all operating facilities with the bid package.



66. INFERIOR PRODUCT:

The Distributor agrees to permit inspection of the delivered items by a representative of the District with the right of rejection of inferior or otherwise unacceptable merchandise. The decision of the District shall be final.

67. PACKAGING:

Cases and packages shall be so constructed as to ensure safe and sanitary transportation to point of delivery. All packaging materials shall be FDA approved to meet all pertinent State and Federal regulations for safe use with foods. Packaging materials shall impart no odor, flavor, or color to the product. Damaged cases or packages may be rejected and returned for credit or immediate replacement, at no cost to the District for product or freight.

68. NUTRITIONAL INFORMATION AND LABELING:

In order to accommodate the computerized menu system utilized by the District, the successful Distributor shall be required to provide a complete and current nutrient analysis and ingredient statement of awarded products, as requested by the District. The nutrient information may be obtained from an independent laboratory and/or the manufacturer, and must meet food labeling requirements under the Federal Food, Drug and Cosmetic Act and its amendments. The following information will be required from the manufacturer: weight (gm), calories (Kcal), protein (gm), carbohydrate (gm), fat (gm), polyunsaturated fat (gm), saturated fat (gm), trans fat (gm), sodium (mg), cholesterol (mg), dietary fiber (gm), vitamin A (IU), vitamin C (mg), calcium (mg), and iron (mg).
<https://www.fda.gov/food/food-labeling-nutrition>

69. PROCESSED FOODS SHALL NOT CONTAIN ANY ARTIFICIAL TRANS FAT:

All ingredients must be declared on the product label and conform to the Food Allergen Labeling and Consumer Protection Act as required by the Food and Drug Administration. Labels must list the presence of ingredients which contain: protein derived from milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, or soybeans. Distributor shall notify the District whenever there is a product/ingredient change in any item provided to the District. If any product changes occur, new ingredient statements and nutritional information shall be provided to the District's Nutrition Services Department within 10 days.

70. DELIVERY REQUIREMENTS: SUBSTITUTION AND DISCONTINUED ITEMS:

Any and all products delivered during the period covered by this Proposal shall be only the exact manufacturer's products and code numbers as requested by the District unless prior written approval has been received to deliver alternate products. The District will not allow substitutions without prior written approval. No product will be represented as being in conformance with the specification when such is not the case. If the desired product is absolutely not available for any reason, the District shall be notified at least ten (10) days in advance. The District shall be given options of a product that is of the same or higher quality at the same cost. Authorization of a substitute product shall be at the sole discretion of the District. When substitutions do occur, Distributor shall adjust ordering quantity to meet original orders and provide nutritional statements and ingredient listings of the replacement product. The Distributor must provide the specified product or an acceptable substitute, as determined by the District. If, as a result of failure to deliver specified product in a timely manner, and the service of meals fails to contain the required components of a reimbursable meal, Distributor shall be required to reimburse the District for the full value of all of the identified meals, as determined by the National School Lunch Program. Financial restitution shall be made within sixty (60) days of written request by the District.

71. DELIVERIES:

The successful Distributor will make delivery time options available for each site within the District to approve. The District reserves the right to make additions to, or deletions from, the specified delivery locations to be served at any time during the period of the Contract, and revise delivery times as required. Once a mutually agreed upon delivery schedule is established between the Distributor and the District, timely delivery of all orders is expected. The District reserves the right to refuse a late delivery and will assume no financial obligation if the delivery is so refused. Also,



delivery to that site must be rescheduled immediately, to ensure no disruption to service. If, at any time, a delivery cannot be made, the Distributor must notify the school/site to negotiate an alternate delivery time or day. The District may assess a cost to the Distributor if overtime and or additional costs are incurred in relation to accepting a needed delivery that falls outside of previously established delivery times. The District may refuse unscheduled deliveries at the Distributor's expense. Frequent occurrences of late or missed deliveries may result in cancellation of the Contract. The Distributor must guarantee a ninety-five percent (95%) fill rate for the District orders. For any District order, if the Distributor is unable to perform under the terms of the Contract, or if it fails to deliver any items ordered within the prescribed timelines, the District reserves the right to cancel any order(s) or purchase the item(s) on the open market, and to request and receive payment from the Distributor for the difference between the contract price and the price the District pays on the open market.

72. ACCOUNTING:

Invoices will be furnished in triplicate and include delivery site, product name, quantity, unit size, and unit price. The original copy is to be kept by the Distributor. The original invoice must be signed by the individual receiving the product and two copies are to be left for the food service lead or designee. An invoice signed by the food service lead or designee is required in order for the invoice to be processed for payment. A legible delivery discrepancy receipt shall be left at the site in the case of a return or shortage. Credits shall be issued in a timely manner. Statements for all goods purchased within a calendar month shall be made available on an individual site basis. Statements should be sent by the fifth (5th) of the month following the month of purchase. The payment terms of this Contract shall be "Net 45 days" unless otherwise indicated below. All invoices are due and payable within forty-five (45) days from the "invoice date" or date of delivery.

73. RIGHT TO AUDIT:

The Distributor shall submit to any third party audits and/or inspections initiated by the District during the term of the Contract and for one year following the end of the Contract and any subsequent renewals. Audits and/or inspections will serve to ensure compliance with Contract terms, food safety guidelines, pricing, and billing. Distributors must take steps to correct findings identified during audits and/or inspections, including financial restitution for any pricing or billing errors which may have occurred during the length of the Contract period.

74. SAFETY AND SECURITY:

The Distributor shall comply with all Districts' security regulations. All equipment and supplies furnished, and/or all work performed, shall meet all applicable safety regulations of the Division of Occupational Safety and Health of the State of California and Safety and Health Codes of the State of California (Cal Code). Distributor's representatives driving motor vehicles on school grounds must use extreme caution during times when school is in session. Any unusual condition noted by drivers, such as evidence of vandalism, power failure, fire, water damage, gas leak, etc., must be reported to the affected District.

75. ADDITIONAL REQUIREMENTS:

If applicable, the Distributor must have an established "net-off invoice" billing system in place to pass-thru the value of commodities. The Distributor must have the ability to deliver ALL processed commodities and/or non-commodity items with a 10-day lead time. The Distributor must stock "fee for service" and "modified fee for service" processed commodities and be prepared to deliver those processed commodities with a 10-day lead time to coincide with the 10-day lead time for non-commodity products. The Distributor must have an automatic rebate system in place to efficiently handle automatic rebate programs as offered by manufacturers. The Distributor must offer an active website to allow on-line ordering and reporting. The District must have access to sales reports, commodity balances, and commodity reports via on-line.

76. NON-DISCRIMINATION:



It is the policy of the District that in connection with all work performed under contracts, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, physical disability, mental disability, medical condition, or other protected classes. The Vendor agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code, Section 12900, and Labor Code, Section 1735 and the American with Disabilities Act, 42 USC and 12101 et. Seq.

77. ATTORNEYS' FEES:

In the event of any dispute between the District and Contractor pertaining to this Contract or the services or products provided for hereunder, the prevailing party (as determined by the court or arbitrator in any such action) shall be entitled to recover from the other party its reasonable attorneys' fees, costs, and expenses incurred in connection therewith. The term "attorneys' fees" or "attorneys' fees and costs" shall mean the fees and expenses of counsel to the parties hereto, which may include printing, photo-stating, duplicating and other expenses, air freight charges, and fees billed for law clerks, paralegals, and other persons not admitted to the bar but performing services under the supervision of an attorney, and the costs and fees incurred in connection with the enforcement or collection of any judgment obtained in any such proceeding. The terms and provisions of this Section shall survive the expiration or earlier termination of this Contract.

78. RIGHT TO INVENTIONS:

The District retains any rights for product specifications that may be developed by the District and used by the Vendor in execution of this Contract according to 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements."

79. PIGGYBACK CLAUSE/OTHER DISTRICTS:

For the term of this contract and any mutually agreed upon extensions pursuant to this request for proposals, at the option of the distributor, other school districts and community college districts, any public corporation or agency including any county, city, town or public corporation or agency within but not limited to the California Counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura may purchase, identical sourcing and distribution services and upon the same terms and conditions pursuant to sections 20118 (K-12) and 20652 (Community Colleges) of the Public Contract Code.



INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. **PROPOSAL FORMAT AND REQUIRED INFORMATION:** Bidders responding to this RFP must follow the format in the section Required RFP Documents. Bidder must submit an electronic copy of their Proposal. Proposals should be properly and legibly filled out, include responses to all questions, and are to be verified before submission, as they cannot be corrected after proposals are opened. The District requires that the "Proposal Worksheet" Exhibit A document be completed and submitted as part of the proposal packet. If Bidder responding to this RFP fails to provide any of the required RFP documents and electronic files, the submission may be deemed non-responsive. Bidders shall fully inform themselves as to all existing conditions and limitations. No allowance will be made because of lack of such examination, inquiry, or knowledge. It is the sole responsibility of the Bidder to see that their Proposal is received in proper time. Any proposals received after the scheduled closing time for receipt of proposals will not be viewed or accepted. No oral or telephonic modification of any proposal submitted will be considered. Bidder may include a link to your company's web site to reference supplemental or additional information.
 - a. Each proposal must have an original signature in ink of only one (1) responsible officer or employee fully authorized to bind the organization to the terms and conditions herein. When requested by the District, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. Failure to sign properly may result in rejection of the Proposal. Obligations assumed by such signature must be fulfilled.
 - b. Corrections made of entries on the Proposal must be initialed in ink by the same person who signs the form for the Bidder. No corrections can be made after the time stated for receiving Proposals.
 - c. Proposals are to be verified before submission, as they cannot be corrected after proposals are opened. All proposals shall be submitted electronically via email to Deanna.Rantz@oxnardunion.org, and "RFP 703 Produce Products" must be noted in the email subject line. It is the sole responsibility of the Proposer to see that his/her Proposal is received in proper time.
 - d. Proposers shall fully answer each question on the Proposal Worksheet and Vendor Questionnaire of this request for proposals. A Proposal may be deemed non-responsive if a Proposer fails to answer every question on the above-mentioned documents.
2. **AWARD:** The District reserves the right to reject any and all Proposals without explanation or recourse and to negotiate with the Bidders submitting Proposals. The District further reserves the right to contract the work with whomever and in whatever manner the District decides, to abandon the work entirely, and to waive any informality or non-substantive irregularity as the interest of the District may require. A Proposal submitted in response to this RFP will be administered in the following manner:
 - a. After the opening of Proposals, an RFP review committee ("Committee") consisting of representatives of the District will score the Proposals based on the evaluation criteria. If interviews are deemed necessary to be conducted, no more than the top four (4) responsive Bidders shall be invited for an interview;
 - b. The Committee may investigate the qualifications of any Bidder under consideration, require confirmation of information furnished by a Bidder, and require additional information and/or evidence of qualifications to perform the services described in the RFP. The Committee shall have the right to inspect the distribution facility or facilities and equipment to be utilized by the interviewed Bidder.



- c. The Committee will make a recommendation to the District.
- d. The Committee as a whole will be the sole judge of merit and not necessarily accept the lowest price offered. The award will be formally made by the Oxnard Union High School District Board of Trustees at a regularly scheduled Board meeting.
- e. RFP responses may be posted on the District website after all awarding processes and/or negotiations are completed.



GENERAL CONDITIONS

1. RESPONSIBILITY OF SUPPLIES AND MATERIALS:

Vendor assumes complete liability of delivered food items until the District takes delivery, acceptance, and has signed for the product. At that time the liability is transferred to the District. Until that point has been reached the Vendor assumes complete liability financially and otherwise for said items. Vendor must have monthly end product sales reporting capabilities with adequate frequency. Vendor must have in place a Value Pass Through (VPT) system with assurance that crediting will be in accordance with 7 CFR 250.36. Please refer to 7 CFR 250.31 if further information is needed.

2. SPECIFICATION VARIANCE:

All materials, supplies, and equipment furnished must be in conformity with the specifications of this RFP and Contract and will be subject to inspection and approval of the District. The District reserves the right to reject, at the risk and expense of the Supplier, any item(s) which may be defective or fail to comply with specifications. Any such rejection shall not invalidate the remainder of the award.

3. ASSIGNMENT:

The Supplier shall not assign, convey, or transfer any rights, obligations, or interests hereunder without the prior written consent of the District.

4. DEFAULT:

If the Supplier refuses or fails to perform all or any part of its obligations under the Contract or the Proposal documents, including failure to perform its obligations in a timely manner; products received are of an inferior quality and not the same as specified or shown at the sampling; or if the Supplier fails or neglects to furnish or deliver any equipment, products, materials or services at the quoted prices, or at the times and places stated; or otherwise fails to comply with the terms of this Contract in its entirety; the District may, without further notice or demand, cancel and rescind this contract or may purchase said goods, supplies or services elsewhere, and hold said Supplier responsible and liable for all damages which may be sustained thereby, or on account of the failure or neglect of said Supplier in performing any of the terms and conditions of this Contract; it being specifically provided and agreed that time shall be of the essence relating to this Contract.

The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the District.

5. INDEMNIFICATION AND HOLD-HARMLESS CLAUSE:

The Supplier shall maintain, or cause to be maintained, such insurances as will protect him and the District from claims under Worker's Compensation Acts, and such public liability insurance as will protect him and the District from claims for damages for personal injury, including death, and damage to the property, which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them.

The Supplier agrees to hold harmless, defend and to indemnify the District from every claim or demand which may be made by reason of:

- (a) Any injury to person or property sustained by the Supplier or by any person, firm, or corporation, employed directly or indirectly by him upon or in connection with his work, however caused; and
- (b) Any injury to person or property sustained by any person, firm, or corporation, caused by any act, neglect, default, or omission of the Supplier or any other person, firm or corporation directly, or indirectly employed by him upon or in connection with his work,



whether the said injury or damage occurs upon or adjacent to the work; the Supplier at his own cost, expense and risk, shall defend any and all actions, suits, or other legal proceedings, that may be brought or instituted against the District on any such claim or demand, and pay or satisfy the judgment that may be rendered against the District in any such action, suit or legal proceedings or result thereof.

Supplier shall defend, indemnify, protect, and hold harmless Oxnard Union High School District and its agents, officers and employees from and against any and all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Supplier's failure to comply with all of the requirements contained in Education Code section 45125.1, including, but not limited to, the requirement prohibiting Supplier from using employees who may have contact with pupils who have been convicted or have charges pending for a felony as defined in Education Code section 45122.1.

6. AWARD OF CONTRACT:

The District reserves the right to reject any or all Proposals, or to waive any irregularities or informalities in any Proposals, and to make its selection of items awarded based upon its specifications, or which are most economical and/or best suited for the purpose of acceptance for sixty (60) calendar days after the proposal opening date.

The District reserves the right to reject any or all proposals, in whole or in part, and to be the sole judge of the merits and qualifications of all proposals and the products submitted as "equal" to the District's specifications and not necessarily accept the lowest price offered.

It is the intention of the District to select the items to be purchased on an item-by-item basis wherever practical. However, the District reserves the right to combine items of like design and/or type to maintain uniformity.

The District further reserves the right to not necessarily purchase all items and/or quantities listed in the Proposal documents. The quantities listed are estimates of the needs of the District and may be adjusted to meet the actual needs, when determined.

7. PLACEMENT OF ORDERS & LEAD TIME:

Orders shall be issued directly to the Vendor by the District, commencing from proposal award through the anticipated contract term of July 1, 2025 through June 30, 2025. The District will place their own orders. Ordering and lead time procedures will be mutually agreed upon between Bidder and the District, but not to exceed ten (10) days. The Supplier shall be required to provide to District access to and use of an online ordering system. The online system shall allow placement of orders up to 2 days prior to the delivery date. The online ordering system shall clearly indicate if any items ordered are not available in stock for delivery.

8. ORDER LIABILITY:

Any costs incurred by an order issued against this Contract shall be the sole responsibility of the participating District placing the order.

9. DISCOUNTS :

The Vendor must identify the amount of each discount, rebate, and other applicable credit on bills and invoices presented to the Districts' applicable nutrition departments for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit.

10. GOVERNING LAW AND VENUE:

In the event of litigation, the Proposal documents, specifications and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate



state or federal court located in Ventura County.

11. INSURANCE:

Successful Proposer shall maintain during the life of this contract a Comprehensive Liability Insurance policy with an insurance carrier with no less than an A-7 rating, unless agreed to by the District. The insurance will serve to protect the successful Proposer and the District from all claims for personal injury, including accidental death, as well as from all claims of property damage arising from the operations under this contract. The minimum amounts of such insurance shall be as hereinafter set forth. Successful Proposer will be required to furnish certificates of insurance with endorsement of the policy naming OUHSD as an additionally insured party prior to start of contract.

1. Limits of Insurance: Comprehensive General Liability insurance will have limits of no less than \$2,000,000 per occurrence and \$4,000,000 aggregate.
2. Automobile liability insurance is required for any vehicle on District sites. Limits of automotive liability shall be no less than \$1,000,000 per occurrence.
3. Insurance certificate must name Oxnard Union High School District as additional insured.
4. An endorsement must be issued by the successful Proposer's insurance carrier amending the Proposer's policy and naming the Oxnard Union High School District as an additionally insured party. The endorsement must be on ISO Form CG 20 1185 or equivalent.

12. CAL-OSHA:

The Vendor certifies by delivery that all items furnished under this Contract meet or exceed applicable CAL-OSHA requirements.

13. DEFAULT:

The District may, by written notice of default to the Vendor, terminate the whole or any part of their order under this Contract if:

- A. The Vendor fails to make delivery within the time specified herein.

OR

- B. The products received are of inferior quality and not the same as specified or shown at the sampling. These items shall be returned at the Vendor's cost. Vendor shall arrange for pick up within 5 days after written notification by the District. Vendor shall be responsible for cost of replacement if the District deems it necessary to procure suitable substitute items from supplier other than original Vendor. The District may hold inferior items until delivery of suitable items and cost of replacement are suitably concluded.

OR

- C. If the successful Vendor fails or neglects to furnish or deliver any equipment, products, materials, or services at the prices quoted, or at the times and places stated, or otherwise fails to comply with the terms of this Proposal document in its entirety, the District reserve the right to purchase the items herein specified from another source, after providing the Vendor with a three (3) calendar day – (72 hours), or mutually agreed upon cure period. All additional costs or expenses incurred by reason of the failure of the successful Vendor, as above stated, shall be paid by such Vendor and his sureties, if any. The price paid by the District shall be considered the prevailing market price at the time such purchase is made. In the event that the Districts terminates their orders in whole or in part, they may procure supplies or services similar to those so terminated from other sources, and the Vendor shall be liable to the District for any additional costs for such similar supplies or services.

14. DETERMINATION OF APPLICABILITY OF EMPLOYEE FINGERPRINT REQUIREMENTS OF CONTRACTORS AND INDEPENDENT CONTRACT CONSULTANTS:

Pursuant to Education Code Section 45125.1, it is necessary for the District to determine whether a contractor of independent contract consultant must have its employees fingerprinted and screened for criminal records. Except



for emergency or exceptional situations, California Education Code Section 45125.1 requires entities contracting with local educational agencies “ensure that any employee who interacts with pupils, outside of the immediate supervision and control of the pupil’s parent or guardian or a school employee has a valid criminal records summary as described in Section 44237.”

The District has made an initial determination that the timing, location, and frequency of the delivery requirements to meet the terms of this Contract are such that Supplier employees will not have access to pupils outside of the immediate supervision and control of parents, guardians, or District employees.

By accepting the award of this RFP, the successful Supplier agrees to the terms outlined herein and will take such action as is necessary to ensure the Supplier employee(s) have no unsupervised contact with students at the delivery sites. Failure to comply with this requirement will be satisfactory cause for cancellation of the Contract.

In all cases, the site, program, project administrator SHALL take appropriate steps to protect the safety of any pupils that may come in contact with these individuals.

The District has made an initial determination that the infrequent delivery requirements of short duration to meet the terms of this Contract are such that Supplier access to pupils will be limited and unnecessary. Accordingly, employee finger printing and background check for criminal records will be at the discretion of the District unless and until such time as an incident involving Supplier employee(s) making deliveries to the District sites have been cleared by the California Department of Justice regarding background check.

By accepting the award of this Contract, the successful Supplier agrees to the terms outlined herein and will take such action as is necessary to insure the Supplier employee(s) have no direct contact with students at the delivery sites. Failure to comply with this requirement will be satisfactory cause for cancellation of the Contract.

15. EXCUSE FOR NONPERFORMANCE – FORCE MAJEURE CLAUSE:

The Vendor shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining, delivering, or performing in the customary manner by act of God, fire, strike, partial or total interruption of, loss or shortage of transportation facilities, lockout, commandeering of raw materials, products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the other party providing it is satisfactorily established that the nonperformance is not due to the fault or negligence of the party not performing.

16. PREVAILING LAW:

In the event of any conflict or ambiguity between a) the Proposer Instructions and Conditions, General Conditions, Specifications, Agreement, or any other document forming a part of this Invitation for Proposals, and b) state or federal law or regulations, the latter shall prevail. Additionally, all items and equipment to be supplied or services to be performed under the Proposal and contract shall conform to all applicable requirements of local, state and federal law.

17. ENERGY POLICY AND CONSERVATION ACT:

Vendor shall comply with the requirements of 42 USC § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with the law.

18. INDEPENDENT CONTRACTORS:

While providing the items included herein, the Vendor is an independent contractor and not officer, employee, or agent of the District.

19. ASSIGNMENT OF THE CONTRACT:

No Contract awarded under this Proposal shall be assigned without the prior written approval of the District.



20. LIABILITY/COPYRIGHT:

The Bidder shall hold the District, their officers, agents, servants, and employees harmless from liability or any nature of kind whatsoever on account of use by the publisher or author, manufacturer, or agent, or any copyrighted composition, secret process, patented or unpatented invention, or appliance furnished or used under this Contract.

21. DELIVERY INSTRUCTIONS:

The time and manner of delivery are essential factors in proper performance under the contract. Promptness of delivery may be a factor in awarding the contract.

All items shall be securely and properly packed and clearly marked as to contents. **All shipments must be accompanied by a packing slip that bears the relevant District purchase order number.**

Supplier shall maintain product temperatures in accordance with state and local requirements at all times up to the time of delivery, whether in storage or in transit. Evidence of temperature monitoring must be produced upon request by the District.

The District reserves the right to make additions to, or deletions from, the specified delivery locations to be served at any time during the period of the contract, and revise delivery times as required. A list of delivery locations and times is included in the District Fact Sheet.

The District requires two (2) deliveries per week to school sites as necessary.

The Supplier shall make deliveries to each school site during open kitchen and warehouse hours. Specifically, the district requires all school site deliveries must be made during the hours of 6:00am – 1:00pm. If deliveries are made during meal service we ask the driver to wait until meal service is completed and the manager or designee confirms the delivery against the order. Deliveries to school kitchens must be made within the hours specified on the District Fact Sheet, unless arranged otherwise.

The Supplier's delivery driver shall check in with the Cafeteria Manager or designated representative upon arrival at the kitchen site prior to unloading product into the kitchen. District staff members shall not be required to enter Supplier's vehicles to verify any issues related to the delivery. Complete invoices must be provided at the time of delivery. Invoices must be reviewed and signed by the cafeteria manager or designee.

22. DELIVERY FREQUENCY:

All prices shall be quoted FOB destination. Destination shall be the District placing the order. No additional fees shall be charged for small orders. All shipments shall be accompanied by a delivery receipt. Purchase order number shall appear on all delivery receipts and invoices. All costs for delivery, drayage, insurance, freight, or the packing of said articles is to be borne by the Vendor.

23. INVOICING AND BILLING PERIOD:

Unless otherwise specified, Supplier shall render invoices for materials delivered under the contract, to the address and department as stated on the District Fact Sheet. Invoices shall be submitted immediately upon delivery of items to the district.

All invoices shall include the following information:

1. District purchase order number
2. Supplier's name, address, and telephone number
3. Supplier's invoice number and date
4. Designated line for District signature
5. Delivery address
6. Date of delivery



7. Product description for each item ordered
8. Manufacturer's Product Code (MPC) for each item ordered/delivered
9. Product quantity for each item ordered
10. Unit and extended price for each item ordered
11. Any taxes or fees listed separately.
12. Total price of order/invoice

Failure to enter the above information on the invoice may cause delay in payment. Payment will be made on partial deliveries accepted by the District. If requested by the District, invoice should show delivery fee as a separate cost item on all invoices.

Cash discount will be applied to payment for the entire billing period. Terms of Net 15 days or more will be considered.

24. TERM OF CONTRACT:

Minimum contract term is one (1) year. Quoted prices must stay in effect for one (1) year from date of Contract Award. Pursuant to California Education Code, Sections 17596 and 81644, this Proposal may be extended (by mutual consent expressed in writing) for up to two (2) additional years in one (1) year increments (total potential bid life of three (3) years from Board of Trustees award).

25. QUANTITIES:

Quantities shown are estimated usages of the District for the proposal period. The District reserve the right to purchase more or less of the units specified. The District will order in quantities best suited to their needs and storage facilities. Proposal prices shall be firm for the District and shall not increase or include shipping or any additional handling fees for the District ordering in small quantities.

26. PURCHASES OUT OF CONTRACT:

The District reserves the right to purchase similar items from other sources.

27. NON-TRANSFERABLE RESPONSIBILITIES:

No assumption or takeover of any of Supplier's duties, responsibilities, or obligations or performance of same by any entity other than Supplier whether through assignment, sub-contract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, may occur without District's express prior written approval.

If any assumption, takeover, or unauthorized performance does occur without such prior written approval, this Contract may be terminated for failure of its essential purpose. Such act is therefore a material breach of this Agreement, upon which District may pursue any lawful remedy.

28. HACCP PLAN:

The Supplier must provide documentation of their HACCP program in place (systematic manufacturing practices that follow food safety compliance.) This shall be submitted as part of the Proposal package. Any changes to the vendor's HACCP plan must be communicated to OUHSD upon implementation of changes. Failure to provide a plan change may result in termination of contract.

29. REPORTS:

Vendor must provide Velocity Reports upon District's request and keep all records up to date throughout the term of this contract.

30. CERTIFICATIONS: The Proposer must complete and submit with the Proposal, the following certifications:

- a. **Civil Rights**



The Vendor shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; and any additions or amendments to any of these regulations.

b. Environmental Protections

The Vendor shall comply with all applicable standards, orders, or regulations issued, including:

- Section 306 of Clean Air Act (42 U.S.C. 1847[h]): <http://www.gpo.gov/fdsys/pkg/USCODE-2013-title42/pdf/USCODE-2013-title42-chap85-subchapIII-sec7602.pdf>
- Section 508 of the Clean Water Act (33 U.S.C. 1368): <http://www.gpo.gov/fdsys/pkg/USCODE-2013-title33/pdf/USCODE-2013-title33-chap26.pdf>
- Executive Order 11738: <http://www.epa.gov/isdc/eo11738.htm>
- Environmental Protection Agency (EPA) regulations at Title 40, *Code of Federal Regulations*, Part 15, et seq. (http://www.ecfr.gov/cgi-bin/text-idx?SID=9ed90ed6fc9c89c5c8465c743584c79a&tpl=/ecfrbrowse/Title40/40tab_02.tpl).

Environmental violations shall be reported to the USDA and the U.S. EPA Assistant Administrator for Enforcement, and the Vendor agrees not to use a facility listed on the EPA's List of Violating Facilities.

c. Debarment Certification

The USDA Certification Regarding Debarment must accompany this Proposal and each subsequent additional one-year renewals (7 CFR Section 3017.510). Contract renewals that do not include this certification will not be accepted.

d. Lobbying

The Certification Regarding Lobbying and a Disclosure of Lobbying Activities form (Appendix A: 7 CFR Part 3018) must accompany this Proposal and each additional one-year renewals (7 CFR Section 3017.510). Contract renewals that do not include this certification will not be accepted.

e. Energy Policy and Conservation Act

<http://legcounsel.house.gov/Comps/EPCA.pdf>.

the Vendor shall recognize mandatory standards and policies relating to energy efficiency which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act.

f. Contract Work Hours and Safety Standards Act Compliance

<http://www.dol.gov/compliance/laws/comp-cwhssa.htm> . In performance of this Contract, the Vendor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act.

g. Iran Contracting Act Certification

h. Drug Free Workplace Certification

i. Alcoholic Beverages and Tobacco Free Workplace Certification

j. Worker Compensation Certification

k. Clean Air and Water Certification

l. Fingerprint Clearance Certification

m. China Prohibition Certification



EVALUATION AND AWARD

TECHNICAL AND PRICE EVALUATION FOR RESPONSIVE PROPOSALS

PROPOSAL EVALUATION CRITERIA

Proposals found to satisfy the minimum qualification requirements will be evaluated against the evaluation criteria shown below by a RFP review committee of the District. Each proposal will be scored on a scale of 1 to 110 points.

1. **SMALL BUSINESS AND MINORITY, WOMAN, AND DISABLED VETERAN BUSINESS ENTERPRISE (MWDVBE):** (5 points) The District encourages minority, women and disabled veteran owned business enterprises to participate in the Oxnard Union High School District RFP based upon their capacity to perform and be successful. (Satisfactory proof must be provided to obtain these points).
2. **CUSTOMER SERVICE AND REFERENCES:** (20 points) Bidders should demonstrate their ability to promptly respond to request for information, to resolve complaints and issues, and to provide timely and accurate delivery. Bidder's customer service staff should be easily accessible for inquiries or issues. Bidder should be able to provide marketing strategies to assist the District in promoting school meal programs.
3. **FOOD SAFETY/TRACEABILITY:** (15 points) Strength of HACCP Plan: Proper's ability to provide information regarding the farm of locally and non-locally grown products (whole and processed produce) including a list of farms and products sourced from each farm, unique product identification numbers for locally grown products from aggregated products, and farm of origin information clearly marked on each case delivered to cafeterias on the invoices provided with delivery. If produce is not purchased directly from a farm, please provide as much information as available regarding the source of the produce. **A sample of traceability report will be requested with any produce samples provided.**
4. **EXPERIENCE AND COMPETENCE:** (15 points) Bidders should be able to provide state-of-the-art technology in order to provide services including data collection, customized reports, trend analysis, information sharing, real-time reporting, and complete traceability of product. Bidder should demonstrate substantial and recent experience in providing the products to California public schools. Bidder should provide an efficient supply-chain management system to ensure timely and accurate delivery and flexibility to address changes in needs of the District.
5. **SUSTAINABILITY:** (15 points) Bidders should have an integrated operation including evidences that the proposing firm will continue to operate successfully throughout the term of any Contract it accepts. Bidder should have a robust level of financial capability sufficient to handle contracts as large as any Contract is likely to be and on a multi-year basis. Bidder should show evidence of an integrated system to ensure food-safety and social responsibility, for example, to provide economic opportunity for Ventura County/Santa Barbara County/San Luis Obispo County/Los Angeles County residents and businesses and stimulate economic development in the local area.
6. **COST:** (40 points) Bidders should complete the proposal worksheet thoroughly and in a manner to ensure transparency of the elements of the cost structure so that it can be easily understood, explained, and audited.

(Proposals must reach a minimum of 60 points before being eligible to move to the cost portion of the Score Card)

Each Proposal will be evaluated based on criteria and priorities defined by the District with specific attention to those features, functional, and technical aspects noted for each section. The District's evaluation panel will award a Contract based on the Bidder submission that best meets the needs of the District with regard to the RFP specifications contained herein. Presentations/Interviews (if needed) may be requested by the evaluation



panel. Bidders are advised that award may be made without interviews or further discussion. If presentations/interviews are needed, Bidders will receive notification to interview with evaluation panel.

1. **GEOGRAPHIC PREFERENCES:** Oxnard Union High School District may not apply geographic preferences in procurements and/or contracts involving federal funds unless the procurement and/or contract involves unprocessed locally grown or locally raised agricultural products for use by the District in a Child Nutrition Program. *See* 2 C.F.R. § 200.319.
2. **CONFLICT OF INTEREST:** No employee, officer, or agent may participate in the selection, award, or administration of a Contract if he or she has a real or apparent conflict of interest. *See* 2 C.F.R. § 200.318(c)(1). Oxnard Union High School District, employees, and agents may not solicit nor accept gratuities, favors, or anything of monetary value from Contractors or parties to subcontracts. Oxnard Union High School District maintains written standards covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
3. **NON-EXCLUSIVITY AND MULTIPLE AWARDS:** Any Contract resulting from this RFP is non-exclusive. Oxnard Union High School District reserves the right to make no awards or award one or more Contracts, in part or in whole, to a single Bidder or to multiple Bidders.
4. **DISQUALIFICATION:** Bidder's may be disqualified before or after the District opens proposals upon evidence of collusion with the intent to defraud, upon evidence of intent to perform other illegal activities for the purpose of obtaining an unfair competitive advantage, upon evidence of debarment and suspension, or upon indebtedness to the District. Non-Responsive Proposals and deviations/exceptions stipulated in Bidder's response may also result in disqualification.
5. **SMALL BUSINESS AND MINORITY, WOMAN, AND DISABLED VETERAN BUSINESS ENTERPRISE (MWDVBE):** The District, in an effort to encourage minority, women, and disabled veteran owned businesses enterprises to participate and submit Proposals based upon their capacity to perform and be successful, may award this Project to more than one Vendor if it is in the best interest of the District to do so. MWDVBE must submit documentation of qualification as outlined in Public Contract Code (PCC) Division 2., Part 1., Chapter 2., **Responsive Bidders.**
6. **AWARD OF CONTRACT:** In accordance with applicable laws, rules, and regulations for public procurement, any award(s) will be made to the Responsible Bidders(s) whose Proposal(s) is/are determined to be the Best Value to the District.
7. **FORMATION OF CONTRACT:** A signed and submitted Proposal constitutes an offer to contract with the Oxnard Union High School District to provide the goods and/or perform the services specified in this RFP, thus eliminating the need for the formal signing of a separate contract. An RFP does not become a contract unless and until it is accepted by the Oxnard Union High School District after approval of award by the Oxnard Union High School District Board of Trustees. **No Vendor shall obtain any interests or rights in any award until the individual participating the District issues a Purchase Order in the name of the Vendor(s).** Oxnard Union High School District does not sign Vendor contract forms. In the event that Oxnard Union High School District awards a Project to Vendor and Vendor requests changes to the District's standard Contract form, the District reserves the right to cancel the award and re-award the Project to an alternate Vendor.



DISTRICT FACT SHEET & CONTACT INFORMATION

DELIVERIES: Monday -Friday only, Between 6:00am – 1:30pm

Adolfo Camarillo High School

4660 Mission Oaks Blvd. Camarillo, CA 93012
Cafeteria Manager: Lorena Guzman
Email: lorena.guzman@oxnardunion.org
(805)278-3154

Channel Islands High School

1400 Raiders Way
Oxnard, CA 93030
Cafeteria Manager: Hilda Chavez
Email: hilda.chavez@oxnardunion.org
(805) 385-2772

Del Sol High School

1975 Camino Del Sol
Oxnard, CA 93030
Cafeteria Manager: Rosalia Ruiz
Email: rosalia.ruiz@oxnardunion.org
(805)389-7321

Hueneme High School

500 Bard Road
Oxnard, CA 93033
Cafeteria Manager: Aurea Vea
Email: aurea.vea@oxnardunion.org
(805)385-2665

Oxnard High School

3400 West Gonzales Road
Oxnard, CA 93030
Cafeteria Manager: Darlene Hooks
Email: darlene.hooks@oxnardunion.org
(805) 278-3205

Pacifica High School

600 East Gonzales Road
Oxnard, CA 93030
Cafeteria Manager: Lizabet Munguia
Email: lizabet.munguia@oxnardunion.org
(805) 394-4757

Rio Mesa High School

545 Central Avenue
Oxnard, CA 93030
Cafeteria Manager: Angeles Guzman
Email: angeles.guzman@oxnardunion.org
(805) 278-5545

Rancho Campana High School

4235 Mar Vista Drive
Camarillo, CA 93010
Cafeteria Manager: Delia Chavez
Email: delia.chavez@oxnardunion.org
(805) 389-6400

ACE (dairy delivery only)

570 Airport Way
Camarillo, CA 93010
Cafeteria Manager: Delia Chavez
Email: delia.chavez@oxnardunion.org
(805) 389-6400

Anacapa Adult Transition (no deliveries)

1701 Gary Dr
Oxnard CA 93033
Cafeteria Manager: Hilda Chavez
Email: hilda.chavez@oxnardunion.org
(805) 385-2772

CAPE (dairy delivery only)

777 Aileen Street
Camarillo, CA 93010
Cafeteria Manager: Delia Chavez
Email: delia.chavez@oxnardunion.org
(805) 389-6400

Frontier High School (dairy delivery only)

545 Airport Way
Camarillo, CA 93010
Cafeteria Manager: Delia Chavez
Email: delia.chavez@oxnardunion.org
(805) 389-6400

Oxnard Middle College HS (no deliveries)

4000 S. Rose Ave
Oxnard CA 93033
Cafeteria Manager: Hilda Chavez
Email: hilda.chavez@oxnardunion.org
(805) 385-2772

District Office

Nutrition Services Department

1800 Solar Drive
Oxnard, CA 93030
Director Nutrition Services: Alyssa Burgers
Email: alyssa.burgers@oxnardunion.org
Assistant Director Nutrition Services: Sarah Phillips
Email: sarah.phillips@oxnardunion.org
Nutrition Services Aide: Martha Morales Garcia
Email: martha.moralesgarcia@oxnardunion.org
(805)385-2764
Nutrition Services Catering Lead: Silvia Gonzalez
Email: silvia.gonzalez@oxnardunion.org
(805) 385-5782



VENDOR QUESTIONNAIRE

PRODUCE

Please complete this questionnaire and submit with your proposal. Attach additional sheets if needed.
(Evaluation criteria: A = Cost, B = Customer Service & References, C = Experience & Competence, D = Sustainability)

1. Will you be able to meet the specified delivery days and hours? If not, attach proposed delivery schedule for the District. (B)
2. How do you plan to work with the District to set up a delivery schedule? (B)
3. How many deliveries per week will you provide? (B)
4. Do you have minimums for deliveries? Please Circle YES or NO (B)
If YES please state your minimum delivery amounts (dollar amount, case quantity, etc)
5. How many delivery trucks do you have? How many have lift gates? (B)
6. What is your procedure for notifying the District of shortages and/or substitutions? (B) **SEE ATTACHED**
7. What is your procedure for notifying the District of a product recall? (B)
8. Has your firm backed out of a contract to a school district(s) mid-year within the last 24 months? If so, please explain. (D)
9. Has your firm resigned or been replaced at the will of a district(s) during the school year within the last 18 months? If so, explain. (D)
10. What is the lead time you require for orders? Can District(s) order on-line? (B)
11. What is your company's "fill rate" to your customers? Please explain how you calculate this fill rate. What provisions does your firm take to achieve a high level of execution? (B)
12. How will emergency deliveries (deliveries not on a scheduled date) be handled? (B)
13. How late can add-ons be added to next day delivery? Is there a limit on the number of cases that can be added on? (B)
14. Please describe the reports that you make available to your customers (e.g. monthly usage, data analysis, business intelligence, etc.). How are customers able to access these reports? (C)
15. What is the current make up of your delivery vehicle fleet? Please describe your vehicle preventative maintenance program. (C)
16. Describe your policy regarding your delivery driver/staff assisting sites in moving received products to storage areas? (B)

17. What is your procedure to bring in new products for the District? (C)
18. Do you offer a percentage discount for early payment? If yes, please state terms for discount. (A)
19. How many years has your company been in the K-12 food service business? How would you describe your company's financial stability? Please provide supporting documentation. (D)
20. Has your firm provided economic opportunity for the counties of Los Angeles/San Bernardino/Riverside residents and business? If so, explain. (D)
21. Do you participate in DOD (Department of Defense) Produce Program? (A)

SEE ATTACHED

NOTE: ALL PROCESSED/PACKAGED/INDIVIDUALLY WRAPPED ITEMS MUST MEET ½ CUP MEAL CONTRIBUTION PER FOOD BUYING GUIDE SPECIFICATIONS. Product Specifications must be made available upon request for all items awarded.

Please indicate % American content for each food component submitted on the pricing spreadsheet, and list the country of origin. In addition, Bidders may be required to provide or fill out an additional certification paper for each awarded domestic line item stating the following: "Bidder certifies that (insert product name) was processed in the U.S. and contains over (insert % of weight or volume) of its agricultural food component from the U.S."



GOLD STAR FOODS

VENDOR QUESTIONNAIRE

PRODUCE

Please complete this questionnaire and submit with your proposal. Attach additional sheets if needed. (Evaluation criteria: A = Cost, B = Customer Service & References, C = Experience & Competence, D = Sustainability)

- 1. Will you be able to meet the specified delivery days and hours? If not, attach proposed delivery schedule for the District. (B)**

Yes, Gold Star is currently meeting the delivery expectations of the district and will work with them to continually provide efficient delivery solutions.

- 2. How do you plan to work with the District to set up a delivery schedule? (B)**

Upon award of the contract, the dedicated Sales Manager will verify delivery days and windows with each district member to develop the final routing schedule. If changes are necessary during the school year, Gold Star will work with each district member to come up with a mutually agreed upon delivery schedule.

- 3. How many deliveries per week will you provide? (B)**

As the only dedicated school nutrition distributor, we are uniquely positioned to provide the requested number of deliveries for the member districts.

- 4. Do you have minimums for deliveries? Please Circle YES or NO (B)
If YES please state your minimum delivery amounts (dollar amount, case quantity, etc)**

Yes, Gold Star will require a minimum dollar amount of \$300.00 per delivery per site for performance of this RFP.

- 5. How many delivery trucks do you have? How many have lift gates? (B)**

Gold Star's Ontario location has a fleet of:

- 61 Power Units (Tractors)
- 108 Multi-Temp Trailers in varying sizes
 - o 28ft trailers
 - o 36ft trailers
 - o 48ft trailers
- 37 Bobtails
- 150 Class A and Class B Drivers

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100% of our fleet has lift-gates to accommodate delivery types.

6. What is your procedure for notifying the District of shortages and/or substitutions? (B)

Gold Star is uniquely positioned as a K12 dedicated solutions provider, and all inventory we supply is compliant with the child nutrition meal pattern requirements. Therefore, if we are unable to fulfill orders in full, we can meet our school partners' needs with an acceptable substitution.

Your dedicated customer experience specialist is responsible for communicating with the district about all potential product shortages and/or substitutions. We utilize both phone and email communication to ensure that we make contact in a timely manner and provide recommended substitutions with product information to make informed decisions to maintain program compliance. We will work directly with the district to approve all substitutions and will never substitute automatically.

7. What is your procedure for notifying the District of a product recall? (B)

Food safety is a top priority at Gold Star, a significant investment that we do not take lightly. Food Safety compliance is a differentiator between having a satisfactory vendor and having a partner that ensures the School District's compliance and protection of a vulnerable population – our children.

Gold Star's Distribution center is certified as Global Food Safety Initiative (GFSI) Safe Quality Food (SQF) Level 2 operation. SQF Certification is a comprehensive food safety management system that is accepted as the international standard of excellence. Different from HACCP, SQF requires vigorous food safety controls in place and verifies each food safety claim using third-party auditors. SQF provides assurance of Gold Star's commitment to food safety and demonstrates our ability to ensure that all food received, stored, and delivered has been produced, handled, packaged, stored, and transported safely. SQF shows a commitment to food safety that goes above and beyond HACCP standards.

Unlike HACCP, SQF guarantees compliance with *the Food Safety Modernization Act (FSMA)*, which includes the following requirements:

- Food Allergen Identification
- Comprehensive Sanitation Programs
- Supply Chain Traceability
- HACCP
- Comprehensive Recall Programs
- Recordkeeping
- Biosecurity

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- Product Holds and Recalls

As part of the SQF program is a robust product hold/recall program. Our product recall program originates in one of four ways:

1. Notification from a regulatory agency
2. Response to a customer complaint
3. Announcement by a manufacturer
4. Announcement through a specific distribution channel

Recalls can occur at any stage within the distribution process, receiving, storage, delivery, and even after the product has been received and utilized by our partner school districts. Gold Star collects hold/recall contact information for our partner districts and contacts those team members via email and phone with information about the recall. Because of the immediate nature of recalls, Gold Star handles this process internally and will not outsource this activity to a 3rd party entity.

Recall Response Process (Recall process enclosed)

- Gold Star Foods monitors recall notifications from FDA, USDA, and Manufacturers 24/7
- No matter the severity of the recall, we treat all recalls as Class 1 which require immediate action and mandatory hold and withdrawal of product
- Once we receive a recall notification, our Recall Coordinator (RC) will implement the following:
 - Notification will be sent to our Inventory Control Department. A systems and physical inventory will be performed to identify the exact location of every item listed in the recall. Any recalled product that is in our warehouse will be physically pulled out of our inventory, tagged "Recalled Product", shrink wrapped and put into assigned product recall section.
 - Computer reports are generated to identify customers that have ordered and received the product(s). This information is sent to our Customer Experience Team for customer notification.
 - Our Customer Experience Team will notify all affected customers with their order #'s, date(s) received, product license plate #'s, and instructions on how to proceed. To ensure our customers have received this information, we require acknowledgment of every recall notification sent
 - Pick-up schedules for the recalled product will be made, if needed, for all verified recall products with each customer.
- Once all these actions have been completed, all associated documentation is collected and saved for audit review by USDA and/or FDA which occurs 24 to 48 hours after recall.

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- 8. Has your firm backed out of a contract to a school district(s) mid-year within the last 24 months? If so, please explain. (D)**

No, Gold Star has not backed out of a distribution contract to a school district(s) mid-year within the last twenty-four (24) months.

- 9. Has your firm resigned or been replaced at the will of a district(s) during the school year within the last 18 months? If so, explain. (D)**

No, Gold Star has not resigned or been replaced at the will of a school district(s) during the school year within the last twenty-four (24) months.

- 10. What is the lead time you require for orders? Can District(s) order on-line? (B)**

Given the fragility of the supply chain and the unique nature of the foods required to meet meal pattern requirements, Gold Star recommends customers place all orders with a minimum of fourteen (14) calendar day lead time to ensure the highest fill rates. Online orders must also be placed 2 business days in advance of the delivery at the latest.

Many factors contribute to product lead time and are tied to fill rates. Some of these factors may be out of the control of the distributor and could include:

- Manufacturer lead-time
- Manufacturer forecasting requirements and production schedules
- Manufacturer geographic location
- Manufacturer pallet minimums
- Global and regional supply chain issues

- 11. What is your company's "fill rate" to your customers? Please explain how you calculate this fill rate. What provisions does your firm take to achieve a high level of execution? (B)**

Gold Star is uniquely positioned as a K12 dedicated distributor and makes every effort to fulfill orders in their entirety and/or achieving a service rate of 98.5%. For Gold Star, "fill-rate" is described as the total cases delivered compared to the total cases ordered, whereas "service rate" is described as the total cases delivered compared to the total cases ordered included substitutions. Gold Star tracks fill/service rates on a weekly basis and are currently fulfilling orders at all of our 14 nationwide locations at 98.5% or higher.

- 12. How will emergency deliveries (deliveries not on a scheduled date) be handled? (B)**

All emergency situations can be handled through your dedicated K12 Account Specialist who will confirm that we have food and transportation resources available to meet the needs of the District.

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13. How late can add-ons be added to next day delivery? Is there a limit on the number of cases that can be added on? (B)

As a dedicated K12 solutions provider, Gold Star understands the needs of our K12 customers and recognizes that there are last-minute requests to support your evolving program needs. Gold Star's cut-off deadline is 11:00am for the next day's deliveries. If we have the requested cases available and room on the truck(s) to deliver, can we fulfill the request(s).

14. Please describe the reports that you make available to your customers (e.g. monthly usage, data analysis, business intelligence, etc.). How are customers able to access these reports? (C)

Gold Star is widely considered the national leader in providing value added services and technology solutions for school foodservice operations. Gold Star has dynamic on-line ordering and reporting systems. Full access to the Gold Star online website provides the ability to easily view and print reports in real time. The secure website is accessible using unique username(s) and password(s). The following reports and tools are available 24 hour per day and are exportable into Excel, PDF, and XML:

- Order Management
 - Order Entry via customizable order guide or fast order entry
 - Review of open orders
 - Invoice/Credit History
 - Customizable order guide development and maintenance
 - Security driven permissions for site level staff
 - Listing of all offered SKUs
- Forecasting
 - Customer Usage by Vendor
 - Customer Site Usage by Item
 - USDA Foods Usage
- Program Compliance
 - Meal Pattern Contribution (K-12 Specific requirements)
 - Product Nutritional/Product Formulation Statements
 - Allergen Information
 - Buy American

In locations, where Gold Star is also the awarded contractor for USDA Foods Direct Delivery Items. The district would also have access to their USDA Foods Inventory within the same system.

15. What is the current make up of your delivery vehicle fleet? Please describe your vehicle preventative maintenance program. (C)

Gold Star's Ontario location has a fleet of:

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- 61 Power Units (Tractors)
- 108 Multi-Temp Trailers in varying sizes
 - o 28ft trailers
 - o 36ft trailers
 - o 48ft trailers
- 37 Bobtails
- 150 Class A and Class B Drivers

Our fleet is routinely maintained by third-party contracted mechanics and undergoes preventative maintenance every 90 days including safety inspection, fluid replacement, and general upkeep. Our drivers are required to conduct a pre-trip inspection of the entire truck, trailer, and refrigeration requirement before leaving the Gold Star facility. Included in the 90-day inspections are:

- Safety checks (brakes, hoses, fluids, headlights, turn signals, etc.)
- Oil changes (by mileage)
- Tire replacement
- Liftgate service
- Reefer unit service (by service hours)
- Visual damage identification and repair (if applicable)

16. Describe your policy regarding your delivery driver/staff assisting sites in moving received products to storage areas? (B)

Providing excellent customer experience for our partner districts is our primary responsibility. When a delivery is made in the presence of District personnel, we defer to the District to provide directions for where deliveries should be placed. Our policy requires:

- Dry items are placed in a dry storeroom maintained between 50°F and 70°F
- Refrigerated items are placed in walk-in coolers to ensure that products are maintained at an internal temperature of 41°F or below
- Frozen items are placed in walk-in freezers to ensure that products are maintained at an internal temperature of 0°F or below

Note: we are not able to rotate stock on behalf of the district or move product to make room on shelving for storage.

17. What is your procedure to bring in new products for the District? (C)

Gold Star is customer-driven, so we defer to the District rather than the vendors to notify us of the new products they wish to purchase. The District should send a request for a new item with estimated monthly usage to their K-12 Account Specialist and/or discuss with their Regional

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Sales Manager so we can identify what this “new” item will replace. As a K-12 dedicated supplier, many “new” products are already in our system and available.

18. Do you offer a percentage discount for early payment? If yes, please state terms for discount. (A)

No, Gold Star does not offer percentage discounts for early payment. If the District is seeking ways to reduce costs, we welcome the opportunity to discuss this in more detail.

19. How many years has your company been in the K-12 food service business? How would you describe your company’s financial stability? Please provide supporting documentation. (D)

Gold Star has been in business and dedicated solely to supplying our school partners for 47 years. Unlike companies that split their focus, we are 100% dedicated to schools, ensuring they receive top priority in service, support, and resources. As the largest K-12 school-dedicated solutions provider in the nation, we partner with seven (7) State Agencies and over 5,100 school districts to support the service of over 8.5 million meals per day.

As a school-only solutions provider, our experience and knowledge in the Child Nutrition Programs and USDA Foods Programs are second to none. These programs are complex and require a significant amount of administrative oversight at the district level. Always striving to be a leader in this industry, Gold Star has dedicated considerable time and resources to learn about the complexities of the Child Nutrition Program and developing systems to ensure accurate management, compliance and reporting. With these systems in place, Gold Star quickly became recognized as a solution for schools requiring daily management of their Child Nutrition Program.

Gold Star is a stable company with a proven track record with our district partners. We are in good standing with our suppliers and have sufficient credit facility to service the business and our growth. Financial Statements can be provided upon request.

20. Has your firm provided economic opportunity for the counties of Los Angeles/San Bernardino/Riverside residents and business? If so, explain. (D)

Gold Star supports local economies. All staff reside in California, with the bulk of living in Los Angeles, San Bernardino and Riverside Counties. Over the past 9 years, Gold Star has created over 450 above minimum waged jobs. All employees have access to company supplied Health, Vision and Dental Insurance as well as matching 401K. As business grows in outlying areas, there is opportunity for Gold Star to hire local drivers. Gold Star purchases foods from California as much as possible, especially fresh produce which provides opportunities to our manufacturers and suppliers that reside in Los Angeles, San Bernardino, and Riverside Counties.

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21. Do you participate in DOD (Department of Defense) Produce Program? (A)

Gold Star Foods can deliver Department of Defense (DOD) produce. DOD produce would be delivered at \$3.60 per case.

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Gold Star Foods, Inc. – Ontario Fleet Specifications

Location	City	State	Equipment Number	Model Year	Age	Make	Classification	Length
Gold Star Foods - SoCal	Ontario	CA	M2820001	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820002	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820003	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820004	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820005	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820006	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820007	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820008	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820009	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	1	2002	20	Utility	Single Temp	53
Gold Star Foods - SoCal	Ontario	CA	7	1993	29	Utility	Single Temp	46
Gold Star Foods - SoCal	Ontario	CA	8	1993	29	Utility	Single Temp	46
Gold Star Foods - SoCal	Ontario	CA	9	1999	23	Great Dane	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	600	1993	29	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	601	1996	26	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	M2820010	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820011	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820012	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820013	2020	2	Vanguard	Multi Temp Liftgate	28

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Gold Star Foods - SoCal	Ontario	CA	M2820015	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820016	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820017	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820018	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2820019	2020	2	Vanguard	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821013	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821014	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821015	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821016	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821017	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821018	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821019	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821021	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821022	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821023	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2821024	2021	1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2822015	2023	-1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2822016	2023	-1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2822017	2023	-1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M2822018	2023	-1	Utility	Multi Temp Liftgate	28
Gold Star Foods - SoCal	Ontario	CA	M4820061	2020	2	Utility	Multi Temp Liftgate	48

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Gold Star Foods - SoCal	Ontario	CA	M4820067	2020	2	Utility	Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	604	1997	25	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	607	1998	24	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	609	1999	23	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	610	1999	23	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	611	1999	23	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	613	2001	21	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	614	2002	20	Utility	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	615	2003	19	Great Dane	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	616	2003	19	Great Dane	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	617	2003	19	Great Dane	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	618	2004	18	Great Dane	Single Temp	48
Gold Star Foods - SoCal	Ontario	CA	1064	2006	16	Silver Eagle	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	M4821004	2021	1	Utility	Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4821009	2021	1	Utility	Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4821010	2021	1	Utility	Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4821011	2021	1	Utility	Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4821015	2021	1	Utility	Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4821058	2021	1	Utility	Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4821060	2021	1	Utility	Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	523189				Dry van	53

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Gold Star Foods - SoCal	Ontario	CA	523197					Dry van	53
Gold Star Foods - SoCal	Ontario	CA	524903					Dry van	53
Gold Star Foods - SoCal	Ontario	CA	523558					Dry van	53
Gold Star Foods - SoCal	Ontario	CA	M4822044	2022	0	Utility		Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4822138	2023	-1	Utility		Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4822139	2023	-1	Utility		Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4822140	2023	-1	Utility		Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4822141	2023	-1	Utility		Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4822142	2023	-1	Utility		Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M4822143	2023	-1	Utility		Multi Temp Liftgate	48
Gold Star Foods - SoCal	Ontario	CA	M5321001	2021	1	Utility		Multi Temp	53
Gold Star Foods - SoCal	Ontario	CA	M5321002	2021	1	Utility		Multi Temp	53
Gold Star Foods - SoCal	Ontario	CA	M5321003	2021	1	Utility		Multi Temp	53
Gold Star Foods - SoCal	Ontario	CA	M5321052	2022	0	Utility		Multi Temp	53
Gold Star Foods - SoCal	Ontario	CA	M5321053	2022	0	Utility		Multi Temp	53
Gold Star Foods - SoCal	Ontario	CA	M5321054	2022	0	Utility		Multi Temp	53
Gold Star Foods - SoCal	Ontario	CA	6010	2004	18	Eight Point		Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6401	2023	-1	Hyundai		Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6402	2023	-1	Hyundai		Dolly	Converter Dolly

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GOLD STAR FOODS

Gold Star Foods - SoCal	Ontario	CA	6403	2023	-1	Hyundai	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6404	2023	-1	Hyundai	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6405	2023	-1	Hyundai	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6406	2023	-1	Hyundai	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6407	2023	-1	Hyundai	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6408	2023	-1	Hyundai	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6409	2023	-1	Hyundai	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	6410	2023	-1	Hyundai	Dolly	Converter Dolly
Gold Star Foods - SoCal	Ontario	CA	DRY BOX	1998	24	Hyundai	Dry van	53
Gold Star Foods - SoCal	Ontario	CA	M2822025	2023	-1	Utility	Multi-Temp	28
Gold Star Foods - SoCal	Ontario	CA	M2822026	2023	-1	Utility	Multi-Temp	28
Gold Star Foods - SoCal	Ontario	CA	M2822027	2023	-1	Utility	Multi-Temp	28
Gold Star Foods - SoCal	Ontario	CA	M2822028	2023	-1	Utility	Multi-Temp	28
Gold Star Foods - SoCal	Ontario	CA	M3622023	2023	-1	Utility	Multi-Temp	36
Gold Star Foods - SoCal	Ontario	CA	M3622024	2023	-1	Utility	Multi-Temp	36
Gold Star Foods - SoCal	Ontario	CA	M3622025	2023	-1	Utility	Multi-Temp	36
Gold Star Foods - SoCal	Ontario	CA	M3622026	2023	-1	Utility	Multi-Temp	36

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GOLD STAR FOODS

Gold Star Foods - SoCal	Ontario	CA	M3622029	2023	-1	Utility	Multi-Temp	36
Gold Star Foods - SoCal	Ontario	CA	M3622030	2023	-1	Utility	Multi-Temp	36
Gold Star Foods - SoCal	Ontario	CA	M3622031	2023	-1	Utility	Multi-Temp	36
Gold Star Foods - SoCal	Ontario	CA	M4822204	2023	-1	Utility	Multi-Temp	48
Gold Star Foods - SoCal	Ontario	CA	M4822205	2023	-1	Utility	Multi-Temp	48
Gold Star Foods - SoCal	Ontario	CA	M4822206	2023	-1	Utility	Multi-Temp	48
Gold Star Foods - SoCal	Ontario	CA	M4822207	2023	-1	Utility	Multi-Temp	48
Gold Star Foods - SoCal	Ontario	CA	M4822208	2023	-1	Utility	Multi-Temp	48
Gold Star Foods - SoCal	Ontario	CA	M4822209	2023	-1	Utility	Multi-Temp	48
Gold Star Foods - SoCal	Ontario	CA	M4822210	2023	-1	Utility	Multi-Temp	48
Gold Star Foods - SoCal	Ontario	CA	M4822211	2023	-1	Utility	Multi-Temp	48

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CARB Compliance



Staying current with CARB Rules

CARB is the California Air Resources Board, and they are charged with protecting the public from the harmful effects of air pollution and developing programs and actions to fight climate change in the state of California. From requirements for clean cars and fuels to adopting innovative solutions to reduce greenhouse gas emissions, California has pioneered a range of effective approaches that have set the standard for effective air and climate programs for the nation, and the world.

Gold Star and all of GS Foods Group are working hard to stay in compliance with the CARB regulations:

- Following all CARB and SCAQMD (South Coast Air Quality Management District) regulations
- Monitor changes and new rules from CARB and SCAQMD.
- Our vehicles are CARB Clean Truck Program compliant.
- Currently leasing one EV and renting a second yard truck
 - Keeping us compliant with SCAQMD and WAIRE (Warehouse Actions and Investments to Reduce Emissions)
 - EV charges generate WAIRE Points Compliance Obligation (WPCO)
 - Preparing fleet for TRU regulations.
- Continue to work with our energy partners at Edison and PG&E (Pacific Gas and Electric Company)

Key Changes for 2025

- ✓ **INCREASED ZEV REQUIREMENTS** - Beginning 2025, the CARB ACT mandate requires a significant increase in Zero-Emission Vehicle (ZEV) sales ratios. 7% of new Class 8 tractor sales 11% of Class 6-8 rigid sales must be ZEVs. These percentages will continue to increase through 2025 for ZEV dealers.
- ✓ **IMPACT ON INTERNAL COMBUSTION ENGINE SALES** - The availability of Internal Combustion Engines (ICE) will be restricted as OEMs must now balance ICE sales with ZEV credits. For every ICE-powered vehicle, specific BEV (Battery Electric Vehicle) sales must offset it. This will result in limited availability.
- ✓ **PLANNING FOR EXTENDED LEAD TIMES** - Due to supply chain constraints, ZEV lead times are expected to be longer. Early planning for your 2025 chassis purchases is crucial to be compliant.

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GSF CONNECTION

// November 2024

Only **GOLD STAR FOODS** can reduce the complexities in your School Nutrition Program

SUPPLY CHAIN MANAGEMENT

COMPANY	ISSUE	KEY ITEM	END	REGION
McCain	Crop transition, production issue shortages	Various potato SKUs	November	National
Country Pure Foods	Production delays from Hurricane Milton	Sidekicks, Sidekicks VBlends, Sidekicks Celebrations	Mid-Dec.	National
Schwan's	Unexpected increase in demand	WG Yakisoba Noodles	November	CA

AVERAGE MANUFACTURER FILL RATE:
(July 2024 – Oct. 2024)
*Industry Historical Standard is 98.5%

93.59%*

Vendor	NEW ITEMS	GSF #	Location	Lead*
DOT	Brownie WG IW	141201	SC	6D
Land O Lakes	Cheese Jalapeño Sauce Pouch	410081	ID	6D
Tasty Brands	Anytimer Trky Cheese Wedge WG	406082	PA	21D
Richs	Bites Pancake WG	406442	LA	5D
Bread & Bread	Arepas Original WG	156364	VA	21D
Kraft Heinz Foods Co	Mayonnaise Light	253163	CA	9D

*Vendor lead times are product availability dates provided to Gold Star Foods by each vendor

Reach out to your Customer Experience Specialist for up-to-the-minute product information!

MANAGING SY 24-25

Managing the Administrative Review process

The Administrative Review is a long process with a lot of moving parts. Prepare your district for success by planning, delegating tasks and thinking strategically. The key areas of the AR include:

- » **Meal Access & Reimbursement:** Certification & Benefit Issuance, Meal Counting and Claiming, Verification
- » **Meal Pattern & Nutritional Quality:** Meal Components and Quantities, Offer vs. Serve, Dietary Specifications and Nutrient Analysis
- » **Resource Management**
- » **General Program Compliance:** Civil Rights, SFA On-site Monitoring, Local School Wellness Policy, Smart Snacks in School, Professional Standards, Water, Food Safety, Reporting and Record Keeping, Summer Breakfast Program and Summer Food Service Program Outreach

Another thing to remember during your AR is to review which sites have been audited previously to help anticipate which sites may be the focus of the review and be sure to let your staff know when the auditors will be there.

Don't forget to streamline your menus and ensure product orders are placed well in advance for accuracy of meal service and the applicable supporting documentation. Your distributor can help with this so be sure to notify them of your audit dates as soon as you know. Review and compile your menu documentation which includes spec sheets, recipes, Buy American back up documentation and exception tracking, CN labels and Product Formulation Statements.

Finally, you're not alone in this effort! Contact your School Nutrition Manager to help you get through the process.

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Oxnard Union High School District
PRODUCE DISTRIBUTION DELIVERY SCHEDULE-8 Sites

Deliveries for school sites are to be made any day Monday through Thursday or on an as needed basis. The District and successful Bidder will agree on a mutually acceptable delivery schedule prior to the District issuing a Purchase Order. Deliveries will be completed between the hours of 6:00 AM and 1:30 PM.

By signing this, I certify that I am an authorized representative of the Proposer (or individual) and that information contained in this proposal is accurate, true and binding upon the vendor.

Bread Company Name: Gold Star Foods, Inc.

Name of Signer: John Cho

Title of Signer: E.V.P. of Revenue Management

Address: 3781 E. Airport Drive Ontario, CA 91761

Telephone Number: (909) 843-9600

E-mail Address: bids@goldstarfoods.com

Signature of Company Official:

Date: May 1, 2025

Firm Title E.V.P. of Revenue Management Signature 

Phone#: (909) 843-9600 Name (Printed) John Cho

Fax#: (909) 843-9658 E-Mail address bids@goldstarfoods.com

*See Appendix "B" for usage and use for price submittal. Pricing must be submitted via flash drive and hard copy.

Signature of Procurement Officer

Proposals Worksheet
 Instructions: Indicate Delivered Cost per case in yellow highlighted columns for each item or group. Indicate whether item meets Buy American Provision in marked columns.

Manufacturer	Category	Item Description	Manufacturer Code	Pack	Estimated Quantity	Meets Buy American Provision?	Delivered Cost Per Case
Fresh Produce	Produce	APPLES FANCY RED/GREEN NO STR	136000	125CT	75 lbs		\$24.45
Fresh Produce	Produce	APPLES RED SL 100/20Z	130101	100/20Z	8000 lbs		\$24.48
Fresh Produce	Produce	APPLES GREEN SL 100/20Z	130102	100/20Z	2000 lbs		\$25.48
Fresh Produce	Produce	APPLES GALA 138-150CT	820000	40LB	500 lbs		\$24.45
Fresh Produce	Produce	APPLES FUJI 138-150CT	820005	40LB	100 lbs		\$24.45
Fresh Produce	Produce	APPLES FUJI 163-175 CT	820007	40LB	140 lbs		\$24.45
Fresh Produce	Produce	APPLES GRANNY SMITH 138-150CT	820011	40LB	300 lbs		\$24.45
Fresh Produce	Produce	APPLES PINK LADY 138-150CT	820015	40LB	300 lbs		\$24.45
Fresh Produce	Produce	APPLES RED DELICIOUS 138-150CT	820017	40LB	120 lbs		\$24.45
Fresh Produce	Produce	APPLES GOLDEN DELICUS 138-150CT	820253	40LB	14 lbs		\$24.45
Fresh Produce	Produce	APPLES FANCY GRANNY SMTH 125CT	822511	125CT	35 lbs		\$24.45
Fresh Produce	Produce	APPLES FANCY GALA 125CT	822520	125CT	50 lbs		\$24.45
Fresh Produce	Produce	APPLES FANCY RED/GREEN 125Z	136000	125CT	100 lbs		\$24.45
Fresh Produce	Produce	ASPAGUS STANDARD SZ NO ICE	820274	12 BUNCH	10 lbs		\$40.64
Fresh Produce	Produce	AVOCADOS WHOLE BREAKER 40CT	820023	40CT	10 lbs		\$83.00
Fresh Produce	Produce	BANANAS PETITE GREEN TIP	820061	40LB	1800 lbs		\$20.00
Fresh Produce	Produce	BASIL CT BUNCHES	820272	40LB/150CT	400 lbs		\$20.00
Fresh Produce	Produce	BETS SLICED 5#	820743	1/3CT	60 lbs		\$3.88
Fresh Produce	Produce	BLUEBERRIES	823272	20LB	10 lbs		\$70.00
Fresh Produce	Produce	BROC HEAD WRPD 14CT/20# NO ICE	820076	14CT	120 lbs		\$24.95
Fresh Produce	Produce	BROCCOLI FLORETS 5# BG	82230CS	3LB BAG	300 lbs		\$6.19
Fresh Produce	Produce	BROCCOLI SLAW 5#	820598G	5LB	100 lbs		\$7.63
Fresh Produce	Produce	CABBAGE GREEN EA	820078EA	1EA	60 lbs		\$3.09
Fresh Produce	Produce	CABBAGE GREEN SHREDED 5#	8201468G	5LB	50 lbs		\$3.95
Fresh Produce	Produce	CANTALOUPE 12-15CT	820038	12-15CT	500 lbs		\$19.45
Fresh Produce	Produce	CANTALOUPE CHUNKS 4/2 5#	820200	4/2 5LB	5 lbs		\$23.26
Fresh Produce	Produce	CARROT JUMBO	820083	25LB	10 lbs		\$13.00
Fresh Produce	Produce	CARROT 3" - 4" STICKS 5#	8205798G	5LB	120 lbs		\$6.48
Fresh Produce	Produce	CARROT SHREDED 5#	8201548G	5LB	200 lbs		\$4.20
Fresh Produce	Produce	CARROT BABY WHOLE SLIM 5#	820158	5LB	20 lbs		\$4.44
Fresh Produce	Produce	CARROT/CELERY COMBO 50/20Z	820188	100/30Z	60 lbs		\$17.19
Fresh Produce	Produce	CARROT STICKS 50/30Z	821193	50/30Z	2800 lbs		\$21.00
Fresh Produce	Produce	CAULIFLOWER 12CT WRAPPED	820084	12CT	10 lbs		\$29.94
Fresh Produce	Produce	CELERY STICKS 50/2 OZ	800590	50/2OZ	25 lbs		\$20.25
Fresh Produce	Produce	CELERY STICKS BULK 300CT NO ICE	820086	30CT	100 lbs		\$15.95
Fresh Produce	Produce	CELERY STICKS LW 50/2 30Z	0529-101607	50/2 30Z	15 lbs		\$24.02
Fresh Produce	Produce	CELERY STALKS 2CT NO ICE	820086 15/2CT CS	1/2CT	500 lbs		\$3.45
Fresh Produce	Produce	CELANTRO 3CT BUNCH NO ICE	820090-10/3CT CS	1/3CT	325 lbs		\$3.99
Fresh Produce	Produce	CUCUMBERS SUPER SELECT	820092	36CT	100 lbs		\$19.25
Fresh Produce	Produce	FALITA VEGETABLE MIX 5#	8201978G	5LB	50 lbs		\$10.90
Fresh Produce	Produce	FRY CUCUMBERS 2# US CA 4Z MX	820092	36CT	600 lbs		\$19.50
Fresh Produce	Produce	CUCUMBERS SUPER SELECT 6EA	820092 6/6CT CS	6EA	100 lbs		\$10.95
Fresh Produce	Produce	CUCUMBERS PERSIAN 2#	822487	22LB	10 lbs		\$28.50
Fresh Produce	Produce	GARLIC WHOLE BU1B	820536EA	1EA	160 lbs		\$1.63
Fresh Produce	Produce	GRAPES RED SEEDLESS 18-20LB	820029	20LB	60 lbs		\$25.35
Fresh Produce	Produce	GRAPES GREEN SEEDLESS 18-20LB	820031	20LB	20 lbs		\$26.25
Fresh Produce	Produce	GRAPES RED CLUSTERS 150CT	820033	150CT	10 lbs		\$27.45
Fresh Produce	Produce	HONEYDEW 5-6CT	820040	5-6CT	700 lbs		\$17.60

Fresh Produce	Produce	HONEYDEW CHUNK 5#	822505	1/5LB TR	10 lbs				\$13.25
Fresh Produce	Produce	JALAPENOS DICED 5#	820609BG	5LB	25 lbs				\$13.00
Fresh Produce	Produce	JALAPENO SLICED 5#	821004	1/5LB	40 lbs				\$11.30
Fresh Produce	Produce	JICAMA WHOLE	800250	20LB	70 lbs				\$22.45
Fresh Produce	Produce	JICAMA STICKS 5#	820169BG	5LB	1400 lbs				\$12.17
Fresh Produce	Produce	KALE 24CT NO ICE	820096	24CT	20 lbs				\$18.25
Fresh Produce	Produce	KIWY GREEN 108CT VF	820034	108CT	80 lbs				\$90.00
Fresh Produce	Produce	LEMONS SLB	820036 R/5# CS	1/5LB	70 lbs				\$28.30
Fresh Produce	Produce	LETTUCE ICEBERG CELLO 24CT	820102	24CT	10 lbs				\$21.85
Fresh Produce	Produce	LETTUCE ROMAINE 24CT	820104CS	24CT	10 lbs				\$23.00
Fresh Produce	Produce	LETTUCE SHREDDED 4/5#	820171	4/5LB	50 lbs				\$15.75
Fresh Produce	Produce	LETTUCE SHREDDED 5#	820171BG	5LB	10 lbs				\$4.19
Fresh Produce	Produce	LETTUCE SPRING MIX 3#	820283	3LB	5 lbs				\$6.76
Fresh Produce	Produce	LIMES SLB	820259 R/5# CS	1/5LB	15 lbs				\$9.70
Fresh Produce	Produce	MANGO CHUNKS	10289	4/2.5LB	20 lbs				\$53.65
Fresh Produce	Produce	MANGO CHUNKS	827503	1/5LB	20 lbs				\$14.27
Fresh Produce	Produce	MANGO 10CT CS	820812	10CT	20 lbs				\$17.95
Fresh Produce	Produce	MINT 3CT BUNCH	820282 4/3CT CS	1/3CT	40 lbs				\$4.64
Fresh Produce	Produce	NECTARINE 70-94SZ VF 100CT AVG	820552	25LB/100CT	60 lbs				\$28.95
Fresh Produce	Produce	ONIONS GREEN 2BN/PKG NO ICE	820109PK 24/2PK CS	2 BNCH	80 lbs				\$2.79
Fresh Produce	Produce	ONIONS RED LB	820113LB 35/1#	1LB	600 lbs				\$2.92
Fresh Produce	Produce	ONIONS RED LG TO JUMBO/SZ SK	820113	25LB	600 lbs				\$24.10
Fresh Produce	Produce	ONIONS YELLOW JUMBO LB	820116LB 50/1#	1LB	800 lbs				\$1.75
Fresh Produce	Produce	ONIONS YELLOW JUMBO SLB	822220BG 10/5# CS	1/5LB	40 lbs				\$5.08
Fresh Produce	Produce	ORANGES 113CT	820045	40LB	500 lbs				\$24.00
Fresh Produce	Produce	ORANGES 138CT	820047	40LB	800 lbs				\$24.00
Fresh Produce	Produce	PANSELY 3CT BUNCH NO ICE	820118 20/3CT CS	1/3CT	5 lbs				\$2.94
Fresh Produce	Produce	PEAR BOSQ MED 110 VT	822810	110CT	75 lbs				\$33.95
Fresh Produce	Produce	PEAR GREEN CR MED 100-110 CT	820732	36-40LB	75 lbs				\$33.95
Fresh Produce	Produce	PEAR ASIAN WHOLE LARGE	821006	100CT	75 lbs				\$28.40
Fresh Produce	Produce	PEAS SUGAR SNAP 10LB	820288	10LB	10 lbs				\$37.93
Fresh Produce	Produce	PEACH 70-80SZ 2BN VF 100CT AVG	820051	28LB/100CT	60 lbs				\$36.95
Fresh Produce	Produce	PEPPERS GREEN BELL MEDIUM #1	820067	25LB/5CT	300 lbs				\$26.45
Fresh Produce	Produce	PEPPERS CHILI JALAPENO LB	820088LB 10/1MCS	1LB	240 lbs				\$4.00
Fresh Produce	Produce	PEPPERS GREEN BELL 3# PK	820067 R/3MCS	1/3#	300 lbs				\$5.62
Fresh Produce	Produce	PEPPERS RED BELL 3# PK	820070 R/3MCS	1/3#	400 lbs				\$5.74
Fresh Produce	Produce	PEPPERS YELLOW BELL 3# PK	820073 R/3MCS	1/3#	300 lbs				\$6.25
Fresh Produce	Produce	PERSIMMON FUYU VF-48/50SZ 100CT	821066	1/25LB	25 lbs				\$31.50
Fresh Produce	Produce	PINEAPPLE CHUNK	823127	1/5LB	10 lbs				\$19.25
Fresh Produce	Produce	PUM RD/BX/RX 45-50VF 100AVG	800522	28LB	150 lbs				\$34.95
Fresh Produce	Produce	PUMCOT MED	821149	28LB	50 lbs				\$34.95
Fresh Produce	Produce	PUOT 45-50 SZ APRX 130 CT	821149	1/28LB	50 lbs				\$34.95
Fresh Produce	Produce	RAD RED BNCH W TOP 48CT NO ICE	822239	48CT	15 lbs				\$20.50
Fresh Produce	Produce	RASPBERRIES 12/6OZ	822037	12/6OZ	10 lbs				\$36.50
Fresh Produce	Produce	ROMANE CHOPPED 2LB	820174BG	2LB	30 lbs				\$4.45
Fresh Produce	Produce	ROMANE CHOPPED 5LB	800919BG	5LB	30 lbs				\$8.52
Fresh Produce	Produce	ROMANE CHOPPED 4/5#	800919	4/5LB	75 lbs				\$30.75
Fresh Produce	Produce	ROMANE SHREDDED 5#	820610BG	5LB	140 lbs				\$8.46
Fresh Produce	Produce	ROMANE SHREDDED 4/5#	820610	4/5LB	40 lbs				\$32.92
Fresh Produce	Produce	ROMANE SHREDDED 2# BG	820931BG	1/2LB	100 lbs				\$3.71
Fresh Produce	Produce	SALAD 3-WAY MIX 4/5#	820181	4/5LB	1000 lbs				\$15.80
Fresh Produce	Produce	SALAD 4-WAY MIX 5#	820342BG	5LB	80 lbs				\$5.49
Fresh Produce	Produce	SALAD 3-WAY ROMAINE 5#	820623BG	5LB	50 lbs				\$6.92
Fresh Produce	Produce	SALAD 3-WAY ROMAINE 4/5#	820623	4/5LB	10 lbs				\$23.68
Fresh Produce	Produce	STRAWBERRY CLAM	820270	1 CLAM	20 lbs				\$24.00
Fresh Produce	Produce	STRAWBERRIES IN CLAMSHELL 8X1#	820057 1	8/1LB	100 lbs				\$24.00
Fresh Produce	Produce	SPINACH CLEANED 4/2.5#	820184	4/2.5LB	60 lbs				\$14.30
Fresh Produce	Produce	SPINACH CLEANED 2.5#	820184PK	2.5LB	1000 lbs				\$3.70
Fresh Produce	Produce	SQUASH BUTTERNUT CUBED/Peeled	820625	4/5LB	10 lbs				\$48.00
Fresh Produce	Produce	SQUASH BUTTERNUT DICED	82346	1/5LB	15 lbs				\$16.90
Fresh Produce	Produce	TANGERINE CUTIE 40XZ 2 PC SERV	823321	20LB	100 lbs				\$25.35

Fresh Produce	Produce	TANGRN CLEM MUR TANG 24SZ 120C	820223	25LB	120	hrs	\$26.75													
Fresh Produce	Produce	TANGELLOS MINNEOLA 125-150CT	820580	40LB	30	hrs	\$26.75													
Fresh Produce	Produce	TANG MANDR CLEM SAT 20SZ 100CT	821098	25LB	150	hrs	\$26.25													
Fresh Produce	Produce	TOMATOES GRAPE DRCP	820138	12/1PT	300	hrs	\$19.80													
Fresh Produce	Produce	TOMATOES CHERRY	820140	12/1PT	30	hrs	\$24.00													
Fresh Produce	Produce	TOMATOES 5M6	820248	20LB	10	hrs	\$21.45													
Fresh Produce	Produce	TOMATILLOS BULK 10#	820294	10LB	100	hrs	\$21.95													
Fresh Produce	Produce	TOMATILLOS 1 LB	820294LB 10/1PCS	1LB	10	hrs	\$4.09													
Fresh Produce	Produce	TOMATOES ROMA	820298	25LB	200	hrs	\$21.95													
Fresh Produce	Produce	TOMATOES GRAPE 50/20Z	820351	50/20Z	30	hrs	\$21.36													
Fresh Produce	Produce	TOMATOES SLICED 2/5#	820628	2/5LB	120	hrs	\$25.50													
Fresh Produce	Produce	WATERMELON SEEDLESS EA	82074EA	1EA	500	hrs	\$7.68													
Fresh Produce	Produce	WATERMELON SEEDLESS 4-SCT	820774	4-SCT	100	hrs	\$36.66													

Gold Star Foods



PROPOSAL FORM

RFP #703 Produce Proposals Due May 1, 2025 at 2:00 p.m.

Oxnard Union High School District
1800 Solar Drive
Oxnard, CA 93030

The undersigned, having carefully examined the PROPOSAL INSTRUCTIONS and CONDITIONS, GENERAL CONDITIONS, DISTRICT FACT SHEET & CONTACT INFORMATION and entire RFP package, hereby proposes to furnish and deliver said supplies in accordance with prices provided on the attached itemized PROPOSAL WORKSHEETS Exhibits A and A-1:

Terms: 0% / Net 30 Days Delivery Time ARO: Varies by item code. See questionnaire for details
(after receipt of order)

Note: PRODUCT QUOTATION SHEET must be signed to be valid.

The undersigned has thoroughly examined any and all Addenda issued during the Proposal period and acknowledges receipt of the following Addenda:

ADDENDUM NO. 1 DATE RECEIVED: April 23, 2025
ADDENDUM NO. _____ DATE RECEIVED: _____
ADDENDUM NO. _____ DATE RECEIVED: _____

TIME IS OF THE ESSENCE. The undersigned fully understands that a contract is formed upon the acceptance of this Proposal by the District, and the undersigned further agrees that he will promptly execute and deliver to the District a written memorial of the Contract together with the required Workers' Compensation and Liability Insurance as requested in an award letter to be issued after Board acceptance.

IMPORTANT NOTICE: If Bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state true name of firm, also names of all individual co-partners composing firm; if Bidder or other interested person is an individual, state first and last names in full. This document must list names of person or persons authorized to bind the bidding organization.

If the Bidder is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the State of CA and that John Cho, whose title is _____
E.V.P. of Revenue Management, is authorized to act for and bind the corporation.

It is understood and agreed that, should Bidder fail or refuse to return executed copies of the Contract, Contractor's Certificate, and Certification of Insurance to the District within five (5) days of actual notice of the award of the contract to Bidder, then the Contract may be revoked and subsequent damages owed by defaulted bidder may be assessed.



I hereby acknowledge and agree to all specifications and conditions of this Proposal of the Oxnard Union High School District and will provide all products and services as requested.

Name of Bidder Gold Star Foods, Inc.

Type of Organization C-Corporation

Signature _____ Print Name John Cho

Title of Signer E.V.P. of Revenue Management

Address of Bidder 3781 E. Airport Drive Ontario, CA 91761

Telephone Number (909) 843-9600 Email bids@goldstarfoods.com

If Bidder is a corporation, affix corporation seal.

BIDDER REFERENCES AND RESPONSIBILITY INFORMATION

1. The District expressly reserves the right to reject the Bid of any Bidder who, upon investigation, has been determined to fail to complete similar contracts in a timely fashion or in a satisfactory manner. Such rejection would, if applicable, be based upon the principle that the Bidder is “non-responsible” and poses a substantial risk of being unable to provide moving and storage to complete the work in a cost-effective, professional, and timely manner.

2. In performing the above-described responsibility determination, the District reserves the right to utilize all possible sources of information in making its determination, including but not limited to: inquiries to regulatory state Boards and agencies; Dun and Bradstreet credit reports, inquiries to companies and public entities for which the Bidder has previously supplied material to or performed work, reference checks, and examination of all public records.

3. The Bidder must also demonstrate knowledge of school purchasing and business techniques and should possess a working ability and experience in providing similar material to a public agency. This knowledge and ability shall be shown by furnishing the names, current phone numbers, address, points of contact, and scope of work of at least five (5) customers served within the past three (3) years with requirements similar to the needs of the Oxnard Union High School District

4. FAILURE TO FURNISH THE REFERENCES (*IN THE COMPLETE FORMAT REQUIRED*) MAY CAUSE YOUR BID TO BE REJECTED AS NON-RESPONSIVE.

5. EXAMPLE: Your references should be listed in the following format (facts are example only)

REFERENCE FORM

(Provide 3 references)

Client Name and Address	Pomona Unified School District 1460 East Holt Avenue, Suite 160 Pomona CA 91767
Contact Name, Telephone Number, and Email Address	Daryl Hickey /Director, (909) 391-4711 daryl.hickey@pusd.org
Number of Delivery Locations	41 Sites
Frequency of Deliveries	94 Deliveries Per Week
Annual Dollar Volume of Orders	\$1,300,000

Client Name and Address	Murrieta Valley Unified School District 41870 McAlby Ct. Murrieta, CA 92562
Contact Name, Telephone Number, and Email Address	Jill Lancaster / Delivery, (951) 696-1600 Ext. 1148 jlancaster@murrieta.k12.ca.us
Number of Delivery Locations	19 schools
Frequency of Deliveries	26 Deliveries Per Week
Annual Dollar Volume of Orders	\$480,000

Client Name and Address	Kern High School District 3701 E. Belle Terrace Suite B Bakersfield, CA 93307
Contact Name, Telephone Number, and Email Address	Jennifer Davis /Director, (661) 827-3190 Ext. 51312 jennifer_davis@kernhigh.org
Number of Delivery Locations	25 Schools
Frequency of Deliveries	30 Deliveries Per Week
Annual Dollar Volume of Orders	\$1,200,000

**NONCOLLUSION DECLARATION TO BE EXECUTED BY
PROPOSER AND SUBMITTED WITH PROPOSAL**

(Public Contract Code section 7106)

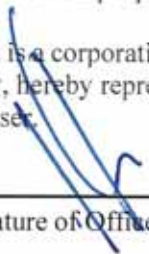
(Amended by Stats. 2011, Ch. 432, Sec. 37. Effective January 1, 2012.)

The undersigned declares:

I am the E.V.P. of Revenue Management of Gold Star Foods, Inc., the party making the foregoing proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal. The Proposer has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or to refrain from bidding. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer. All statements contained in the proposal are true. The Proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Proposer.



(Signature of Officer)

SEE ATTACHED

John Cho

(Typed Name of Officer)

Gold Star Foods, Inc.

(Office)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on

May 1, 2025 [date], at Ontario [city], CA [state].

GOLD STAR FOODS, INC.

DORI FOODS, INC.

PON FOOD CORPORATION

OMNIBUS CONSENT IN LIEU OF SPECIAL MEETINGS
OF
THE BOARDS OF DIRECTORS

March 20, 2024

The undersigned to this Omnibus Consent in Lieu of Special Meetings of the Boards of Directors (this "Consent"), being all of the members of the boards of directors (the "Directors") of Gold Star Foods, Inc., a Delaware corporation ("Gold Star"), Dori Foods, Inc., a Virginia corporation ("Dori"), and Pon Food Corporation, a Louisiana corporation ("Pon", and together with Gold Star and Dori, the "Corporations") in lieu of holding a special meeting of the board of each of the Corporations, hereby take the following actions and adopt the following resolutions by written consent pursuant to the Bylaws of the Corporations and the laws of Delaware, Virginia and Louisiana (collectively, "State Law").

GRANT OF SIGNING AUTHORITY

WHEREAS, it is necessary for each of the Corporations to have several individuals who, in the ordinary course of business, are authorized to execute and deliver instruments and documents in the name and on behalf of such Corporation, under its corporate seal or otherwise, and to pay all such fees and expenses, which shall in their judgment be necessary, proper, or advisable (all such authority, "Signing Authority").

NOW, THEREFORE, BE IT RESOLVED, that as of the date hereof, each of the Corporations hereby grants Signing Authority, which, for the avoidance doubt, continues to be held by all Authorized Officers (as defined below) of the Corporations, to John Cho, Executive Vice President.

GENERAL

RESOLVED, that in order to fully carry out the intent and effectuate the purposes of the foregoing resolutions, any duly authorized officer of the Corporations, either alone or in conjunction with any other officer of the Corporations (collectively, the "Authorized Officers") is

hereby authorized to take all such further action, and to execute and deliver all such further instruments and documents in the name and on behalf of each of the Corporations, under its corporate seal or otherwise, and to pay all such fees and expenses, which shall in such his or her judgment be necessary, proper or advisable; and

FURTHER RESOLVED, that any acts of the Authorized Officers or of any person or persons designated and authorized to act by the Authorized Officers, which acts would have been authorized by the foregoing resolutions except that such acts were taken prior to the adoption of such resolutions, are hereby severally ratified, confirmed, approved and adopted as acts in the name and on behalf of the Corporations.

The actions taken by this Consent shall have the same force and effect as if taken at special meetings of the boards of each of the Corporations, duly called and constituted pursuant to the Bylaws of the Corporations and State Law.

This Consent may be executed in as many counterparts as may be required; all counterparts shall collectively constitute one and the same consent. Upon execution, this Consent shall be deemed delivered to (i) C. Sott Salmon, the Secretary of each of the Corporations, and (ii) each of the Corporations.

* * * * *

IN WITNESS WHEREOF, the undersigned have executed this Consent as of the date first written above.

Kenneth Slutsky



Jack McCarthy, Jr.

Steven Russell



Mike Odrich

[Signature Page to Omnibus Board Consent]

4889-3738-4367, v.3

Gold Star Foods 

IN WITNESS WHEREOF, the undersigned have executed this Consent as of the date first written above.

Kenneth W Slutsky
Kenneth Slutsky

Jack McCarthy, Jr.

Steven L Russell, Jr.
Steven Russell

Mike Odrich

[Signature Page to Omnibus Board Consent]

4889-3738-4367, v.3

Gold Star Foods 



EQUAL OPPORTUNITY EMPLOYMENT

Federal affirmative action regulations mandate that Federal contractors include an Equal Opportunity (EO) clause in all contracts, subcontracts and purchase orders. The intent is to make the nondiscrimination and affirmative action provisions of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act, and the Jobs for Veterans act flow down to all tiers of contractors

This Contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

CERTIFICATE

I/We hereby certify that the Gold Star Foods, Inc.

(Company)

is an equal opportunity employer as defined in the Equal Opportunity Act

DATE: May 1, 2025

Gold Star Foods, Inc.
CONTRACTOR

By: _____
John Cho,
E.V.P. of Revenue Management
Signature



California Department of Education
Child Nutrition and Food Distribution Division

School Nutrition Programs Unit
April 1998

CERTIFICATION REGARDING LOBBYING

INSTRUCTIONS: To be completed and submitted ANNUALLY by 1) any child nutrition entity receiving Federal reimbursement in excess of \$100,000 per year and 2) potential or existing contractors/vendors as part of an original proposal, contract renewal or extension when the contract exceeds \$100,000.

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts
Exceeding \$100,000 in Federal Funds**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of School Food Authority Receiving Child Nutrition Reimbursement In Excess of \$100,000:		Agreement Number:
Address of School Food Authority:		
Printed Name and Title of Submitting Official:	Signature:	Date:
OR		
Name of Food Service Management or Food Service Consulting Company: (Vendor) <u>Gold Star Foods, Inc.</u>		
Printed Name and Title: <u>John Cho, E.V.P. of Revenue Management</u>	Signature: 	Date: <u>May 1, 2025</u>
Name of School Food Authority: <u>Oxnard Union High School District</u>		Agreement Number: <u>RFP #703</u>

California Department of Education
Nutrition Programs Unit
Child Nutrition and Food Distribution Division

School

April 1998
 Approved by OMB 0348-046

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
 (See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Loan <input type="checkbox"/> Loan Guarantee <input type="checkbox"/> Loan Insurance	2. Status of Federal Action: <input type="checkbox"/> Proposal/offer/application <input type="checkbox"/> Initial award <input type="checkbox"/> Post-award	4. Report Type: <input type="checkbox"/> Initial filing <input type="checkbox"/> Material change FOR MATERIAL CHANGE ONLY: Year: _____ Quarter: _____
3. Name and Address of Reporting Entity: Prime _____ Subawardee _____ Tier _____, if known Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a Name and Address of Lobbying Entity (if individual, last name, first name, MI):	10. b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
(attach Continuation Sheet(s) if necessary)		
11. Amount of Payment (check all that apply): \$ _____ actual planned	12. Type of Payment (check all that apply): <input type="checkbox"/> Retainer <input type="checkbox"/> One-time fee <input type="checkbox"/> Commission <input type="checkbox"/> Contingent fee <input type="checkbox"/> Deferred <input type="checkbox"/> Other; specify: _____	
13. Form of Payment (check all that apply): <input type="checkbox"/> Cash <input type="checkbox"/> In-kind; specify: <input type="checkbox"/> Nature _____ <input type="checkbox"/> Value _____		
14. Brief description of services performed or to be performed and date(s) of service, including officer(s), employees(s) or member(s) contacted, for payment indicated in No. 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Continuation Sheet(s) SF-LLL-A attached: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>John Cho</u> Title: <u>E.V.P. of Revenue Management</u> Telephone No: (<u>909</u>) <u>843-9600</u> Date: <u>May 1, 2025</u>	



Federal Use Only:	Authorized for local reproduction Standard Form - LLL.
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INSTRUCTIONS FOR COMPLETION OF SF LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all sections that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in No. 4 checks "Subawardee," then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (No. 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in No. 1 (e.g., Request for Proposal (RFP) number; Invitation for Proposal (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in No. 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in No. 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from No. 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (No. 4) to the lobbying entity (No. 10).
12. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
13. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503



California Department of Education
Child Nutrition and Food Distribution Division

School Nutrition Programs Unit
April 1998

**SUSPENSION AND DEBARMENT CERTIFICATION
U.S. DEPARTMENT OF AGRICULTURE**

INSTRUCTIONS: SFA to obtain from any potential vendor or existing contractor for all contracts in excess of \$25,000. This form is required each time a proposal for goods/services over \$25,000 is solicited or when renewing/extending an existing contract exceeding \$25,000 per year. (Includes Food Service Management and Food Service Consulting Contracts.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions


This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722 4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<u>Oxnard Union High School District</u>	<u>RFP #703</u>
Name of School Food Authority	<u>Produce Products</u>
Potential Vendor or Existing Contractor (Lower Tier Participant):	Agreement Number

<u>Gold Star Foods, Inc.</u>	<u>3781 E. Airport Drive</u>
Company Name	Address

<u>John Cho</u>	<u>E.V.P. of</u>		<u>May 1, 2025</u>
Printed Name	<u>Revenue Management</u>		Signature
	Title		

DO NOT SUBMIT THIS FORM. RETAIN WITH THE APPLICABLE CONTRACT OR PROPOSAL RESPONSES



INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant (one whose contract for goods or services exceeds the Federal procurement small purchase threshold fixed at \$100,000) is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**IRAN CONTRACTING ACT
 CERTIFICATION OF ELIGILITY TO PROPOSAL FOR CONTRACTS OF \$ 1 MILLION OR MORE
 (Public Contract Code sections 2202-2208)**

Pursuant to Public Contract Code 2204. (a) A public entity shall require a person that submits a proposal or proposal to, or otherwise proposes to enter into or renew a contract with, a public entity with respect to a contract for goods or services of one million dollars (\$1,000,000) or more to certify, at the time the proposal is submitted or the contract is renewed, that the person is not identified on a list created pursuant to subdivision (b) of Section 2203 as a person engaging in investment activities in Iran described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5, as applicable. A state agency shall submit the certification information to the Department of General Services.

To comply with this requirement, please insert your vendor or financial institution name and Federal ID Number (if available) and complete **one** of the options below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to proposal on contracts. (Public Contract Code section 2205.)

OPTION #1 - CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Vendor Name/Financial Institution (Printed)</i> Gold Star Foods, Inc.	<i>Federal ID Number (or n/a)</i> 26-1340567
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> John Cho, E.V.P. of Revenue Manangement	
<i>Date Executed</i> May 1, 2025	<i>Executed in</i> Ontario, CA 91761

OPTION #2 – EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to proposal on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

**CONTRACTOR'S CERTIFICATE
REGARDING DRUG-FREE WORKPLACE**

This Drug-Free Workplace Certification form is required from all successful Vendors pursuant to the requirements mandated by Government Code sections 8350 et. seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any State agency must certify that it will provide a drug-free workplace by performing certain specified acts. In addition, the Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination of the contract or grant, and the CONTRACTOR or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- 1) Publishing a statement, notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace, and specifying actions which will be taken against employees for violations of the prohibition;
- 2) Establishing a drug-free awareness program to inform employees about all of the following:
 - a) The dangers of drug abuse in the workplace;
 - b) The person's or organization's policy of maintaining a drug-free workplace;
 - c) The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - d) The penalties that may be imposed upon employees for drug abuse violations;
- 3) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will (a) publish a statement notifying employees concerning the prohibition of controlled substance at the workplace, (b) establish a drug-free awareness program, and (c) require each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a) and require such employee agree to abide by the terms of that statement.

I also understand that if the DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of sections 8350 et. seq.

I acknowledge that I am aware of the provisions of Government Code sections 8350 et. seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

DATE: May 1, 2025

Gold Star Foods, Inc.
CONTRACTOR

By: John Cho,
EMP. of Revenue Management
Signature

SEE ATTACHED



GOLD STAR FOODS

ALCOHOL/NARCOTICS/DRUGS

Drugs and alcohol in the workplace impairs safety and health, promotes crime, lowers productivity and quality, undermines public confidence in the work we do and creates unacceptable risks to efficient operations. **GOLD STAR** has a vital concern in providing employees with a safe and healthy and efficient work environment that is free from drugs and alcohol and their effects. It is, therefore, the right, duty and obligation of **GOLD STAR** to maintain a safe, healthy and efficient work environment for its employees, to protect the general public, and to protect Company property, equipment and operations.

GOLD STAR intends to comply with all state and federal laws relating to the use of drugs and alcohol and expects employees to adhere to these laws and comply with the Company policy regarding the use of drugs and alcohol. The following rules and standards of conduct apply to all employees, including employee shareholders, either on Company property, at or around job sites, and/or during the work day (including meals and rest periods).

GUIDELINES AND DEFINITIONS

1. **GOLD STAR** absolutely prohibits the following:
 - A. The manufacture, possession, use, sale, purchase, dispensation and/or G565 distribution of any illegal drug or controlled substance on Company premises.
 - B. Possession and/or use of any prescription drug unless possession and/or use is pursuant to a valid prescription issued to the person in possession or in use of such prescription drug as is directed by the prescription for the purpose for which the prescription drug has been prescribed.
 - C. Misuse of over-the-counter medication or other legally acquired substances and/or misuse of any prescription drug while on Company premises.
 - D. Possession, use, sale, purchase, dispensation, and/or distribution of any alcoholic beverage on premises is prohibited.
 - E. Allowing and/or having knowledge of, without informing the Company, of persons on Company property or job sites who are there with the purpose and intent of manufacturing, selling, using, dispensing, and/or distributing any illegal or controlled substance.
 - F. Driving a Company vehicle and/or operating equipment while under the influence of drugs or alcohol.

2. Violation of this policy will result in disciplinary action, up to and including termination for a first offense at the sole discretion of **GOLD STAR**.

THE School Nutrition Supply Chain™

(800) 540-0215 | goldstarfoods.com |   @goldstarfoods
2855 E Guasti Rd, 6th floor // Ontario, CA 91761



A GS Foods Group
Company



GOLD STAR FOODS

GOLD STAR may, in addition to disciplinary action and/or rehabilitation, require employees in violation of this policy and/or testing positive for drugs and alcohol to submit to random testing for a period of eighteen (18) months following such violation, positive test, or rehabilitation pursuant to a written “last chance agreement”.

Testing positive for any metabolites for illegal drugs and/or alcohol during any rehabilitation program or in the 18 month period mentioned above will result in G565-001 -- 1078876.1 46 discharge. Pending completion of the test, the employee may be temporarily suspended from employment. If the employee refuses to agree to take the test and other circumstances indicate the employee is under the influence of alcohol or drugs, the employee will be subject to disciplinary action up to and including discharge.

In order to enforce this policy, the Company reserves the right to conduct searches of Company property and/or reasonable searches of employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Entry on Company premises constitutes consent to inspection.



Testing positive for any metabolites for illegal drugs and/or alcohol during any rehabilitation program or in the 18 month period mentioned above will result in G565-001 -- 1078876.1 46 discharge. Pending completion of the test, the employee may be temporarily suspended from employment. If the employee refuses to agree to take the test and other circumstances indicate the employee is under the influence of alcohol or drugs, the employee will be subject to disciplinary action up to and including discharge.

In order to enforce this policy, the Company reserves the right to conduct searches of Company property and/or reasonable searches of employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. Entry on Company premises constitutes consent to inspection.

3. Circumstances Requiring Testing:

- A. Pre-employment: Offer of employment is made contingent upon an applicant's drug and alcohol screening test being negative.
- B. Reasonable Suspicion: Any employee found to be in possession or control of alcohol or illegal drugs will be subject to immediate suspension pending discharge. In the case of illegal drugs, the authorities will be contacted and given a full report of the situation. An employee found in possession of prescription drugs will be given an opportunity, prior to suspension, to show that the drugs were prescribed by his/her physician for treatment of an existing or recurring condition. Prescription drugs shall be used only in the manner, combination, and quality prescribed.

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A GS Foods Group
Company



GOLD STAR FOODS

Employees undergoing prescribed medical treatment with a legal drug that might later negatively affect behavior or work performance should report this fact to their supervisor. If the employee feels that after taking the prescribed medicine his or her behavior or work performance is being negatively affected, the employee should report this fact to his or her supervisor. (This does not require the employee to disclose the type of medication or the reason for taking it.) A manager may place the employee in an alternate position, if available, or on a leave of absence until it can be confirmed that the employee can safely and efficiently perform all of the essential functions of the employee's position. It may be necessary to restrict the employee's work activity while he or she undergoes treatment. Abnormal behavior or substandard work performance which results from prescribed medication may result in disciplinary action if the employee fails to communicate with his or her supervisor in advance concerning the effects of the prescribed medication.

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A GS Foods Group
Company



**CONTRACTOR'S CERTIFICATE REGARDING
ALCOHOLIC BEVERAGE AND TOBACCO-FREE CAMPUS POLICY**

The CONTRACTOR agrees that it will abide by and implement the DISTRICT's Alcoholic Beverage and Tobacco-Free Campus Policy, which prohibits the use of alcoholic beverages and tobacco products, at any time, on DISTRICT-owned or leased buildings, on DISTRICT property and in DISTRICT vehicles.

DATE: May 1, 2025

Gold Star Foods, Inc.
CONTRACTOR

By: John Cho,
Signature E.V.P. of Revenue Management

**Contractor's Certificate Regarding
Worker's Compensation**

(To be Executed by Vendor and Submitted with Proposal)

Labor Code section 3700 in relevant part provides:

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

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of work of this Contract.

Signature of Authorized Representative

John Cho

Type Name of Above

SEE ATTACHED

E.V.P. of Revenue Management

Title of Authorized Representative

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

PROMPT PAYMENT DISCOUNT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/6/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Edgewood Partners Ins. Center 350 S. Grand Avenue, Suite 4500 (877) 650-3742 / Lic#0B29370 Los Angeles CA 90071	CONTACT NAME: Pabla Barros PHONE (A/C, No, Ext): (213) 629-8936 E-MAIL ADDRESS: pabla.barros@epicbrokers.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Gold Star Foods, Inc. 3781 East Airport Drive Ontario, CA 91761	INSURER A: Starr Indemnity and Liability Company	
	INSURER B: Great American Insurance Company	
	INSURER C: Everest National Ins Co	
	INSURER D: Navigators Specialty Insurance Company	
	INSURER E: Starr Specialty Insurance Company	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 350761202 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	1000100096241	11/1/2024	11/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	1000639298241	11/1/2024	11/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll Ded \$ 5,000
D C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			NY24UMRZ035PVIC XC5EX01165-241	11/1/2024 11/1/2024	11/1/2025 11/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
E A A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1000003941 1000004409 1001243017	11/1/2024 11/1/2024 11/1/2024	11/1/2025 11/1/2025 11/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Crime / Fidelity Coverage			SAAE9228960200	11/1/2024	11/1/2025	Employee Dishonesty \$1,000,000 Loss of Clients Prop \$1,000,000 Erisa \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Oxnard Union High School District is an additional insured with respect to the general liability coverage, only as required by contract, subject to the terms and conditions of the policy. THE CERTHOLDER IS AN ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY COVERAGE, WHICH IS PRIMARY COVERAGE TO THE ADDITIONAL INSURED AND OTHER AVAILABLE INSURANCE WILL BE NON-CONTRIBUTORY AS REQUIRED BY CONTRACT. SUBROGATION RIGHTS ARE WAIVED IN FAVOR OF THE CERTHOLDER AS RESPECT TO WORKERS' COMPENSATION AS REQUIRED BY CONTRACT AND WHERE ALLOWED BY LAW. Excess policy is follow form. 30 day notice of cancellation (except 10 days for non-payment of premium).

CERTIFICATE HOLDER Oxnard Union High School District 1800 Solar Drive Oxnard CA 93030	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2.0% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

Job Description

Where required by contract

Any person or organization to whom you become obligated to waive your rights of recovery against, under any contract or agreement you enter into prior to the occurrence of loss.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 11/1/2024

Policy No.: 1000003941

Endorsement No.:

Insured:

Premium:

Insurance Company:

Countersigned by: _____

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Person Or Organization: Any person or organization as required by written contract or agreement signed prior to the occurrence.</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of Section **IV – Conditions**:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



Starr Indemnity & Liability Company

Dallas, TX 1-866-519-2522

Primary and Non-Contributory Condition

Policy Number: 1000100096241

Effective Date: November 1, 2024 at 12:01 A.M.

Named Insured: HV GS Acquisition, LP.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

A. SECTION IV – CONDITIONS, condition **4. Other Insurance** is amended as follows:

1. The following is added to paragraph **4.a.** of the **Other Insurance** condition:

This insurance is primary insurance as respects our coverage to the additional insured, where the written contract or written agreement requires that this insurance be primary and non-contributory. In that event, we will not seek contribution from any other insurance policy available to the additional insured on which the additional insured is a Named Insured.

All other terms and conditions of this Policy remain unchanged.

Signed for STARR INDEMNITY & LIABILITY COMPANY



Steve Blakey, President



Nehemiah E. Ginsburg, General Counsel

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Any person or organization for whom you perform work under a written contract that required you to obtain this agreement from us.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the

insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST
OTHERS TO US (BLANKET WAIVER OF SUBROGATION)
AMENDATORY ENDORSEMENT**

Policy Number: 1000639298231

Effective Date: 11/1/2023

Named Insured: HV GS Acquisition, LP.

This endorsement modifies the insurance coverage form(s) listed below that have been purchased by you and evidenced as such on the Declarations page. Please read the endorsement and respective policy(ies) carefully.

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

- A. It is hereby agreed that **SECTION IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us** of the Business Auto Coverage Form, and **SECTION V – MOTOR CARRIER CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us** of the Motor Carrier Coverage Form are deleted in their entirety and replaced with the following:

If any person or organization to or for whom we make payment under this Coverage Form has rights to recover damages from another, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them.

However, we waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

- B. It is hereby agreed that **SECTION IV – CONDITIONS, A. Loss Conditions, 5. Transfer Of Rights Of Recovery Against Others To Us** of the Auto Dealers Coverage Form is deleted in its entirety and replaced by the following:

If any person or organization to or for whom we make payment under this Coverage Form has rights to recover damages from another, those rights are transferred to us. That person or organization must do everything necessary to secure our rights and must do nothing after "accident" or "loss" to impair them.

However, we waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

This condition does not apply to damages under Paragraph C. Locations And Operations Medical Payments Coverage of Section II – General Liability Coverages.

All other terms and conditions of this Policy remain unchanged.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTORY AMENDATORY ENDORSEMENT

Policy Number: 1000639298241

Effective Date: 11/01/2024

Named Insured: HV GS Acquisition, LP.

This endorsement modifies the insurance coverage form(s) listed below that have been purchased by you and evidenced as such on the Declarations page. Please read the endorsement and respective policy(ies) carefully.

MOTOR CARRIER COVERAGE FORM

It is hereby agreed that **SECTION V – MOTOR CARRIER CONDITIONS, B. General Conditions, 5. Other Insurance – Primary and Excess Insurance Provisions** is deleted in its entirety and replaced by the following:

5. Other Insurance – Primary And Excess Insurance Provisions

- a. While any covered "auto" is hired or borrowed from you by another "motor carrier", this Coverage Form's Covered Autos Liability Coverage is:
 - (1) Primary and noncontributory if a written agreement between you as the lessor and the other "motor carrier" as the lessee requires you to hold the lessee harmless.
 - (2) Excess over any other collectible insurance if a written agreement between you as the lessor and the other "motor carrier" as the lessee does not require you to hold the lessee harmless.
- b. While any covered "auto" is hired or borrowed by you from another "motor carrier", this Coverage Form's Covered Autos Liability Coverage is:
 - (1) Primary and noncontributory if a written agreement between the other "motor carrier" as the lessor and you as the lessee does not require the lessor to hold you harmless, and then only while the covered "auto" is used exclusively in your business as a "motor carrier" for hire.
 - (2) Excess over any other collectible insurance if a written agreement between the other "motor carrier" as the lessor and you as the lessee requires the lessor to hold you harmless.
- c. While a covered "auto" which is a "trailer" is connected to a power unit, this Coverage Form's Covered Autos Liability Coverage is:
 - (1) Provided on the same basis, either primary or excess, as the Covered Autos Liability Coverage provided for the power unit if the power unit is a covered "auto".
 - (2) Excess if the power unit is not a covered "auto".
- d. Any Trailer Interchange Coverage provided by this Coverage Form is primary for any covered "auto".
- e. Except as provided in Paragraphs **a.**, **b.**, **c.** and **d.** above, this Coverage Form provides primary insurance for any covered "auto" you own and excess insurance for any covered "auto" you don't own.
- f. For Hired Auto Physical Damage Coverage, any covered "auto" you lease, hire, rent or borrow is deemed to be a covered "auto" you own. However, any "auto" that is leased, hired, rented or borrowed with a

driver is not a covered "auto".

- g.** Regardless of the provisions of Paragraphs **a.**, **b.**, **c.**, **d.** and **e.** above, this Coverage Form's Covered Autos Liability Coverage is primary and noncontributory for any liability assumed under an "insured contract".
- h.** When this Coverage Form and any other Coverage Form or policy covers on the same basis, either excess or primary, we will pay only our share. Our share is the proportion that the Limit of Insurance of our Coverage Form bears to the total of the limits of all the Coverage Forms and policies covering on the same basis.

All other terms and conditions of this Policy remain unchanged.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – AUTOMATIC STATUS AMENDATORY ENDORSEMENT

Policy Number: 1000639298241

Effective Date: 11/1/2024

Named Insured: HV GS Acquisition, LP.

This endorsement modifies the insurance coverage form(s) listed below that have been purchased by you and evidenced as such on the Declarations page. Please read the endorsement and respective policy(ies) carefully.

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

It is hereby agreed that **SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. COVERAGE, 1. Who Is An Insured** of the Business Auto Coverage Form and Motor Carrier Coverage Form, and **SECTION I – COVERED AUTOS COVERAGES, D. Covered Autos Liability Coverage, 2. Who Is An Insured** of the Auto Dealers Coverage Form are amended to include the following:

Any person or organization whom you become obligated to include as an additional insured under this policy, as a result of any written contract or written agreement you enter into which requires you to furnish insurance to that person or organization of the type provided by this policy, but only with respect to liability arising out of use of a covered "auto". However, the insurance provided will not exceed the less of:

- (1) The coverage and/or limits of this policy, or
- (2) The coverage and/or limits required by such written contract or written agreement.

All other terms and conditions of this Policy remain unchanged.



Vendors are advised that cash discounts of 15 days or greater are acceptable and will be applied as part of the award calculations. Cash discounts of less than 15 days are not acceptable and will be considered as NET 30 days.

IMPORTANT NOTE:

Prices quoted in this proposal are to be based on F.O.B. Oxnard, freight included to delivery locations listed on the District Fact Sheets. Only price F.O.B. Oxnard freight included will be accepted. If your quote shows price plus freight it will be rejected as non-responsive to terms and conditions.

PROMPT PAYMENT DISCOUNT OF:

 0 % Net 30 Days

Vendor must indicate either a "0" (zero) for no discount, or the offered discount amount. A blank left in the "Days" space will negate any percentage discount offered.

Clean Air and Water Certification

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air



Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt.


Gold Star Foods, Inc.
Name of Vendor Company

THE VENDOR AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued there under before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- A. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- B. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- C. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- D. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.



Authorized Representative Signature

E.V.P. of Revenue Management
Title

May 1, 2025
Date



FINGERPRINT CLEARANCE CERTIFICATION

Bidder hereby certifies to the District’s governing board, under perjury of law, that it has completed the background check requirements of California Education Code Section 45125.1 and that none of its employees that may come in contact with District students have been convicted of a violent felony listed in California Penal Code Section 667.5(c) or a serious felony listed in California Penal Code Section 1192.7(c).

Bidder Gold Star Foods, Inc.
(Type or Print Complete Legal Name of Company)

By _____
(Signature)

May 1, 2025
(Date)

Name John Cho
(Type or Print)

Title E.V.P. of Revenue Management

SEE ATTACHED



GOLD STAR FOODS

Home Department Code	Last Name First Name	DOJ Live Scan Date
301	Aceves, Misael	07/07/2016
301	Acosta Diaz, Edvan Misael	08/01/2023
301	Aguilar-Barajas, Jose Miguel	07/24/2023
301	Calderon Nivon, Francisco	07/12/2023
301	Canales Lopez, Francisco Javier	07/10/2023
301	Delgado Beltran, Antonio	07/14/2023
301	Delgado Ruiz, Antonio	12/04/2024
301	Gonzalez, Alberto	01/08/2025
301	Gonzalez, Jose Silvestre	11/20/2018
301	Green, Stephon Chriestoph	08/09/2023
301	Gutierrez Ceballos, Eric	07/25/2024
301	Jimenez, Cesar Manuel	03/08/2022
301	Maldonado Rebolledo, Manuel	06/01/2016
301	Martinez, Ray Salvador	04/05/2024
301	Miraziz, Eli Gabriel	12/13/2023
301	Morales Haro Sr., Jorge Fernando	08/01/2023
301	Moreno, Ignacio	07/02/2021
301	Ortiz Franco, Agustin	07/13/2023
301	Perry, Eugene	07/24/2024
301	Powe Jr, Rodney	08/06/2024
301	Seaborn, James W	06/04/2021
301	Sengchanh, Ola K	07/14/2023
301	Torres, Sara Vasquez	08/09/2023
301	Tovar Vieyra, Leonardo D	08/12/2024
301	Varela, Jesus Alberto	07/18/2024
301	Vargas-Arzola, Adolfo	07/13/2023
301	Vasquez, Juan	08/06/2024
301	Vinces Merino, Oscar Manuel	07/08/2024
315	Colon III, Ismael	07/06/2022
315	Esparza, Erasmo A	10/24/2017
315	Rodriguez Jr., Manuel	05/24/2016
315	Sherrell, Mark Anthony	06/06/2023
320	Acosta, Jose	05/24/2016
320	Alarcon Hernandez, Elmer G	05/24/2016
320	Andalon, Jose Eliseo	05/24/2016
320	Beltran, Omar	04/26/2023
320	Berganza, Salvador Antonio	05/25/2016
320	Bravatti, Geovanni Raul	05/24/2016
320	Carreon Luisjuan, Bernabe	06/02/2016
320	Corral III, Miguel	05/25/2016
320	Corral, Miguel Tito	07/08/2019
320	Cortes Sanchez, Enrique	01/06/2023

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GOLD STAR FOODS

Home Department Code	Last Name First Name	DOJ Live Scan Date
320	Diaz Ramirez, Hector Antonio T	10/27/2022
320	Diaz, Richard	01/27/2023
320	Escobar Noyola, Juan Heriberto	07/07/2022
320	Flores Melgoza, Oscar	04/06/2023
320	Gomez Encinas, Javier G	10/25/2021
320	Gomez Martinez, Daniel	09/19/2022
320	Gonzalez-Roja, Gonzalo	10/12/2016
320	Hernandez Gonzalez, Ricardo	06/01/2016
320	Lacayo Perez, Bryan Antonio	08/10/2022
320	Lopez, Alvaro Gustavo	05/26/2016
320	Lopez, Marsela	12/27/2022
320	Luna, Jacinto	05/21/2016
320	Mastranzo, Francisco	02/01/2023
320	Menjivar, Gerardo Antonio	05/21/2016
320	Molina, Gildardo	05/21/2016
320	Mora, Salvador	05/26/2016
320	Morales, Daniel Ronald	05/25/2016
320	Munguia, Efrain	01/18/2022
320	Murga, Miguel A.	11/08/2016
320	Myles, Layonicia Renee	12/28/2022
320	Newman, Jonte Marie	12/20/2022
320	Ortega-Calderon, Luis	05/24/2018
320	Ortiz Hernandez, Luis	05/21/2016
320	Ortiz, Isidro Rodriguez	10/12/2016
320	Partida, Genaro	05/25/2016
320	Pinedo, Gonzalo	05/24/2018
320	Repreza, Oscar O	05/25/2016
320	Rincon, Cristian	11/29/2022
320	Rivera Chiman, Alfredo Gabriel	10/24/2022
320	Rivera, Jesus	05/27/2016
320	Robles, Joel	05/26/2016
320	Romo, Paul Anthony	07/20/2022
320	Salazar, Jason Oswaldo	07/05/2023
320	Salgado, James	04/12/2023
320	Sandoval Valdez, Carlos M.	05/24/2016
320	Sandoval, Jorge A	05/24/2016
320	Santiago, Joseph V	09/21/2021
320	Sebastian, Guillermo	05/21/2016
320	Serna, Jose D.	05/25/2016
320	Serrano Portillo, Maurilio	05/24/2016
320	Shelevy, Maniel Elmer	01/25/2023
320	Solis, Jose Angel	05/21/2016

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GOLD STAR FOODS

Home Department Code	Last Name First Name	DOJ Live Scan Date
320	Torres, Miguel Angel	05/27/2016
320	Torres, Tomas	06/01/2016
320	Tovar, Juan Carlos	01/27/2023
320	Vega, Rudolph	04/14/2023
320	Villela, Stephen Bernal	04/16/2024
320	Zavala, Ivan	05/05/2022
325	Andrade, Brian	10/28/2024
325	Arreola Canal, Jose J	05/24/2016
325	Bates, John Harvey	08/04/2018
325	Brown, Kevin	10/08/2024
325	Calderon Angel, Juan Alberto	07/12/2023
325	Cardenas, Roberto Navarro	05/24/2016
325	Cortes Garcia, Miguel	06/01/2023
325	Cruz, Alfredo	05/24/2016
325	Dye, Daniel Jacob	06/18/2024
325	Garcia, Erik Ruben	08/13/2024
325	Gomez, Louis Perez	03/07/2024
325	Hernandez, Marisol	07/31/2024
325	Hightower, Vincent Bernard	07/13/2022
325	Kao, Chanmony Svay	08/01/2022
325	Miramontes, Fernando	08/10/2024
325	Molina, Marco Antonio	08/07/2023
325	Ramirez, Sergio	06/02/2016
325	Reynolds, Aaron Jonathan	08/05/2022
325	Rodriguez Jr., Jesus	09/28/2022
325	Rodriguez, Pedro A	10/03/2022
325	Rojas Torres, Omar	01/11/2022
325	Sanchez, Luis Miguel	09/13/2024
325	Sandoval Avila, Jesus	05/21/2016
325	Shamon, Rimon	05/21/2016
325	Simien Jr., Danyel Regnier	08/08/2022
325	Tolentino, Noel	07/05/2024
325	Williams, Shawn Daniel	06/05/2023
325	Zermeno, Jaime Jimmy	10/01/2024
330	Clark, Cody Scott	07/21/2021
330	Hanks, Matthew Lee	07/12/2022
330	Lezama, Eleazar	05/27/2016
330	Lopez Velasquez, Agustin	05/26/2016
330	Rauda, Rafael W.	05/26/2016
330	Sanchez, Juan Carlos	05/24/2016
330	Ucles Nolasco, Rosmel Omar	06/06/2023
335	Hernandez-Esqueda, Jose Javier	06/01/2016

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GOLD STAR FOODS

Home Department Code	Last Name First Name	DOJ Live Scan Date
335	Leon, Daniel	05/27/2016
335	Rayer, Joseph S.	05/24/2016
335	Soto, Gervacio	05/24/2016
340	Estevez Gonzalez, Leovigildo	03/16/2023
340	Laurino, James Joseph	01/27/2023
340	Prado, Gabriel Luis	03/02/2023
340	Ramirez, Salvador	06/05/2023
340	Sillas Ruiz, Francisco Javier	03/06/2024
345	Cardenas, Jose Luis	03/14/2022
345	Gonzalez, Abraham	11/02/2021
345	Jimenez, Miguel	07/31/2024
345	Ramirez, David	07/05/2024
345	Vazquez-Chavez, Angel	12/12/2023
345	Watson, Lotto Montrell	12/14/2023
345	Zarco Noriega, Jonathan A	10/27/2023
350	Arzate, Alfredo Ricardo	09/27/2022
350	Chavez Espitia, Joel	05/27/2016
350	Estrada, Carlos Ariel	05/23/2024
350	Garcia, Fernando	12/13/2022
350	Henriquez Sermeno, Rafael A	05/21/2016
350	Loza Chavez, Jose E	10/12/2016
350	Perez, David De Jesus	10/20/2022
350	Vera Reyes, Kevin Geovanni	04/13/2023
355	Cruz, Fernando	05/28/2024
355	Flores, David Omar	12/12/2022
355	Fuentes, Humberto	01/16/2025
355	Garcia, Guillermo Jr	09/10/2024
355	Gomez, Fabian Isaax	12/02/2024
355	Gonzalez, Christian	11/20/2024
355	Lebron SR, Alexander	10/04/2024
355	Madrid, Mark Daniel	09/09/2021
355	Martinez, Jesus Moran Jr	12/03/2024
355	Matute, Javier Eduardo	01/23/2025
355	Munoz, Rolando	10/21/2024
355	Oglesby, Jessie Leroy	01/10/2025
355	Ponce, Enrique	06/20/2024
355	Potts, Javier Anthony	12/02/2024
355	Ramirez, Jeffrey	11/06/2024
355	Rojas, Luis Mario	12/10/2024
355	Thomas Jr, Lamar	06/21/2024
355	Torres, Ramon	01/06/2025
355	Trujeque, Larry	12/04/2024

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GOLD STAR FOODS

Home Department Code	Last Name First Name	DOJ Live Scan Date
978	Nguyen, Trong Nghia	06/15/2022
978	Sanchez, Alberto	11/11/2016
978	Smith, Ryan Vincent	03/11/2020
980	Arellano, Angel	03/12/2018
980	Barrios, Efrain	12/20/2024
980	Beltran, Susan Salandanan	07/18/2023
980	Blalock, Jimmie Lavarn	01/30/2024
980	Bustos, Francisco Antonio	06/30/2016
980	Carrillo, Ramiro Cano	08/02/2021
980	Chadwick, Brandon James	03/11/2024
980	Cisneros, Alejandro	06/10/2024
980	Eaton, Reginald Anthony	07/05/2016
980	Ellis, Christopher Ronald	08/28/2023
980	Flores, Raul	09/08/2023
980	Forrester, Jay Donald	03/24/2022
980	Garza, Enrique Daniel	08/31/2016
980	Gomez, Esteban Martin	02/20/2023
980	Gonzales, Michael C.	08/02/2018
980	Griffin-Brown, Terrell Isiah	02/24/2022
980	Guevara, Uriel	08/09/2024
980	Haynes Jr., Leon Eugene	11/03/2023
980	Hernandez Mendiola, Katarina Mart	03/07/2024
980	Hodges, Demetrius Phashun	02/07/2023
980	Johnson, Ericka	07/15/2024
980	Johnson, Paula Miller	05/05/2023
980	Kulakov, Gregory	07/17/2023
980	Locke, Dennis	07/22/2016
980	Martinez Molina, Eduardo Javier	03/14/2022
980	Perkins, Adrian Jerel	09/21/2023
980	Reyes, Jose Trinidad	11/30/2016
980	Sengdara, Sayyann	08/11/2023
980	Singh, Sukhdev	08/19/2019
980	Solis, Richard Arthur	08/11/2022
980	Solorio Silva, Miguel Angel	08/08/2018
980	Song, Jay C	11/06/2023
980	Vang, Khao	12/03/2024
980	Vazquez Tapia, Monica G	11/06/2024
980	Venerable, Vernon Lemans	08/08/2023
980	Witherspoon, Darryl	07/12/2019
980	Zamudio, Fabian	10/29/2024

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PRU-21 China Prohibition Certification
Consolidated Appropriations Act of 2021 (Public Law 116-260)

The Consolidated Appropriations Act of 2021 (Public Law 116-260), Division A, Section 764 (signed into law on December 27, 2020), and subsequent extensions, prohibit all Child Nutrition Programs from using federal funds to procure raw or processed poultry products that are imported into the United States from the People's Republic of China.

The prohibition set forth in the Consolidated Appropriations Act of 2021 (Public Law 116-260) Division A, Section 764, does not allow for any exceptions.

We Gold Star Foods, Inc. (insert vendor name),
certify that All Items Bid (insert product name),
did not use federal funds to procure raw or processed poultry products that are
imported into the United States from the People's Republic of China.

We further acknowledge that noncompliance with this federal requirement may result in
a finding of disallowable cost(s).


John Cho E.V.P. of Revenue Management May 1, 2025
Authorized Representative Signature Title Date

ATTACHMENT A

(to be executed after award of contract by Board of Trustees)

Oxnard Union High School District

Services Agreement

This Services Agreement (the "Agreement") is made and entered into **May 1, 2025** by and between **Oxnard Union High School District** (hereinafter referred to as "Local Educational Agency" or "LEA") and **Gold Star Foods, Inc.** (hereinafter referred to as "Provider.") LEA and Provider may be referred to herein individually as a "Party" and collectively as the "Parties."

<u>Gold Star Foods, Inc.</u> Provider	<u>909-843-9600</u> Telephone Number
<u>3781 E. Airport Drive, Ontario, CA 91761</u> Street Address	<u>bids@goldstarfoods.com</u> E-mail Address
<u>Ontario, CA 91761</u> City, State, Zip code	<u>26-1340567</u> Tax Identification or Social Security Number

Services

<u>Produce Products, including delivery</u> Description of Services		
<u>7/1/25 – 6/30/26</u> Date(s) of Service	<u>TBD</u> Hour(s) of Service	<u>District Cafeterias</u> Location

Fees

Compensation for Services for dates of service	\$ _____
Total not to Exceed	\$ _____
<input checked="" type="checkbox"/> W-9 received	SEE ATTACHED

Payment. LEA will pay Provider after receipt of an invoice, net 45 days.

Conditions. Provider will have no obligation to provide services until LEA returns a signed copy of this Agreement.

Nature of Relationship. The parties agree the relationship created by this Agreement is that of independent contractor. Provider understands and agrees that the Provider, officers, agents, or employees of Provider are not entitled to any benefits normally offered or conveyed to LEA employees, including but not limited to coverage under the California Workers' Compensation Insurance laws.

Binding Effect. This Agreement shall inure to the benefit and shall be binding upon all of the parties to this Agreement, and their respective successors in interest or assigns.

Termination or Amendment. This Agreement may be terminated or amended in writing at any time by mutual written consent of all of the parties to this Agreement, and may be terminated by either party for any reason by giving the other party 30 days advance written notice.

Compliance with Laws. Provider hereby agrees that Provider, officers, agents, and employees of Provider shall obey all local, state, and federal laws and regulations in the performance of this Agreement.

Non-Discrimination and Equal Employment Opportunity. Provider represents and agrees that it does not and shall not discriminate against any employee or applicant for employment, company, individual or group of individuals, because of ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex/gender, and sexual orientation.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
 requester. Do not
 send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>GOLD STAR FOODS, INC</p>	
	<p>2 Business name/disregarded entity name, if different from above.</p>	
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <small>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></p>	
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>3781 EAST AIRPORT DR</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p> <p>ONTARIO, CA 91761</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>													
or													
Employer identification number													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">5</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">7</td> </tr> </table>	2	6	-	1	3	4	0	5	6	7			
2	6	-	1	3	4	0	5	6	7				

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

- Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
 3. I am a U.S. citizen or other U.S. person (defined below); and
 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *Katina C Brown* Date *1/6/2025*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Gold Star Foods *et*

Confidentiality. Provider agrees to maintain the confidentiality of all LEA and LEA-related data, information, and records including but not limited to student identifiable information and employee personnel information pursuant to all California and Federal statutory laws relating to privacy, confidentiality, and information security including but not limited to California Education Code sections 49060 – 49085 and the Family Educational Rights and Privacy Act (FERPA), that currently exist or exist at any time during the term of this Agreement. All such records and information shall be considered confidential and kept confidential by Provider and Provider’s officers, agents, employees, participants, vendors, or customers.

Fingerprinting. Provider shall ensure that Provider and any employee who interacts with students, outside of the immediate supervision and control of the student’s parent or guardian or a school employee, has a current valid criminal records summary as described in California *Education Code* section 44237. When Provider performs the criminal background check, it shall immediately provide any subsequent arrest and conviction information it receives to any local educational agency that it is contracting with pursuant to the subsequent arrest service.

Indemnification. To the fullest extent permitted by law, Provider agrees to defend, indemnify, and hold harmless LEA, its governing board, officers, administrators, managers, agents, employees, successors, assigns, independent contractors and/or volunteers from and against any and all claims, demands, monetary or other losses, loss of use, damages and expenses, including but not limited to, reasonable legal fees and costs, or other obligations or claims arising out of any liability or damage to person or property resulting from bodily injury, illness, communicable disease, virus, pandemic, or any other loss, sustained or claimed to have been sustained arising out of activities of the Provider or those of any of its officers, agents, employees, participants, vendors, or customers of Provider, whether such act or omission is authorized by this Agreement or not. Provider also agrees to pay for any and all damage to the real and personal property of the LEA, or loss or theft of such property, or damage to the Property done or caused by such persons. LEA assumes no responsibility whatsoever for any property placed on LEA premises by Provider, Provider’s agents, employees, participants, vendors, or customers. The provisions of this Indemnification do not apply to any damage or losses caused solely by the intentional misconduct of the LEA or any of its governing board, officers, administrators, managers, agents, employees and/or volunteers.

This Indemnification shall survive termination of this Agreement, for any reason whatsoever, and binds each party’s legal representatives, successors, and assigns.

Insurance. Provider, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of coverage:

- a. **Commercial General Liability Insurance.** Provider shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage in the amounts of \$2,000,000 per occurrence and \$4,000,000 aggregate.
Commercial General Liability insurance shall include products/completed operations, property damage, and personal and advertising injury coverage.
- b. **Automobile Liability.** Provider shall procure and maintain, during the full term of this Agreement following Automobile Liability Insurance including non-owned and leased automobiles, as applicable with the following coverage limits:
Personal vehicles: \$500,000.00 combined single limit or
 \$100,000.00 per person / \$300,000.00 per accident
Commercial vehicles: \$1,000,000.00 per accident for bodily injury and property damage
- c. **Workers’ Compensation Insurance.** Provider shall procure and maintain, during the term of this Agreement, Workers’ Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. Provider shall procure and maintain Employers’ Liability insurance coverage of \$1,000,000. Absent proof of Workers’ Compensation Insurance, Provider will submit a fully executed Certification of Exemption from Workers’ Compensation Insurance, which LEA in its sole discretion may accept or reject.
- d. Provider’s insurance is primary and will not seek contribution from any other insurance available to the LEA. Provider further hereby waives any and all rights of subrogation that it may have against the LEA.
- e. **Certificates of Insurance.** Provider shall provide certificates of insurance to the LEA as evidence of the insurance coverage required herein, not less than 15 days prior to commencing the proposed activity, and at any other time upon the request of

the LEA. Certificates of insurance will be deemed invalid if proper endorsements are not attached. Certificates of such insurance shall be filed with the LEA on or before commencement of the services under this Agreement.

- f. **Endorsements.** Provider's Commercial General Liability insurance and Commercial Automobile Liability coverage shall name the LEA, its governing board, officers, agents, employees, and/or volunteers as additional insureds. All endorsements specifying additional insureds for any of the Insurance Policies shall be as indicated below or an equivalent endorsement reasonably acceptable to the LEA.
 - 1) General Liability: CG 20 26 10 01
 - 2) Primary, non-contributory: CG 20 01 04 13
 - 3) Waiver of subrogation: CG 24 04 05 09
 - 4) Commercial Automobile Liability: CA 20 48 10 13
- g. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the LEA.
- h. **Insurance written on a "claims made" basis** is to be renewed by the Provider for a period of three (3) years following termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this agreement and will cover the Provider for all claims made. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of three (3) years after completion of the Services.
- i. **Failure to Procure Insurance.** Failure on the part of Provider to procure or maintain required insurance shall constitute a material breach of contract under which the LEA may immediately terminate this Agreement

Governing Law and Venues. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in state or federal court situated in the County of Ventura, State of California.

Dispute Resolution. If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute.

The parties agree that, in the event of any unresolved dispute under the agreement in which the amount sought is \$5,000.00 or less, any litigation to resolve the dispute shall be brought in the Ventura County Small Claims Court.

If the unresolved amount in dispute exceeds \$5,000.00, the parties agree that they will first submit the matter to a mutually agreed upon mediator. Notwithstanding the following section, Attorneys Fees, the cost of the mediator shall be borne equally by the parties.

Attorney Fees. In the event of any action or proceeding to interpret or enforce the terms of this Agreement, the prevailing party, as determined by the court or mediator, shall be entitled to recover its reasonable attorney fees and costs incurred in connection with such actions or proceeding.

Nature of Agreement. This Agreement represents the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all other agreements and communications however characterized, written or oral, between or on behalf of the parties hereto with respect to the subject matter hereof. This Agreement may only be modified by a written instrument signed by authorized representatives of each of the parties hereto.

Counterpart Execution. This Agreement may be executed in any number of counterparts which, when taken together, shall constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by PDF email or electronic facsimile transmission and shall have the same legal effect as an "ink-signed" original.

Signature Authority. Provider represents and warrants that Provider has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement.

Acknowledgement and Agreement

I have read this Agreement and agree to its terms

Gold Star Foods, Inc.

John Cho,
E.V.P. of Revenue Management

May 1, 2025



Authorized Signer – Provider

Signature

Date

Site Consent

Site Administrator

Signature

Date

Local Educational Agency Approval

LEA Administrator

Signature

Date

CITY OF ONTARIO

BUSINESS LICENSE

2024 - 2025

TO BE POSTED IN A CONSPICUOUS PLACE AND
NOT TRANSFERABLE OR ASSIGNABLE.

The party shown is granted this certificate pursuant to License and Permit Provisions of the Municipal Code. This is not an endorsement of the activity, nor certification of compliance with other laws. This license is issued without verification that the licensee is subject to or exempt from licensing by the State of California.

Business Name	GOLD STAR FOODS	License Number	12403584
Business Location	3781 E AIRPORT DR ONTARIO, CA 91761-1558	Business Type	WHOLESALE BUSINESS
Business Owner(s)	GOLD STAR FOODS, INC. DAN MADSEN	Effective Date	July 01, 2024
	JOHN CHO, CONTRACTS DEPT. GOLD STAR FOODS 3781 E AIRPORT DR ONTARIO, CA 91761-1558	Expiration Date	June 30, 2025

Conditions WAREHOUSE DISTRIBUTION OF FOOD (REFRIGERATED) TO SCHOOLS.

GOLD STAR FOODS :

Thank you for your payment on your City of Ontario Business License. **ALL LICENSES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST.** If you have questions concerning your business license, contact the Business Support Center via email at: Ontario@HDL.gov or by telephone at: (909) 395-2022.

Contact the Business Registration Division at (909) 395-2022 if the business closes prior to the expiration date of the certificate. Please notify this office within ten (10) days of any change of business name, ownership, address location or activity.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: <https://www.dca.ca.gov/publications/>.



LICENSING DIVISION
303 EAST B STREET
ONTARIO, CA. 91764-4196



City of Ontario
BUSINESS LICENSE

JOHN CHO, CONTRACTS DEPT.
GOLD STAR FOODS
3781 E AIRPORT DR
ONTARIO, CA 91761-1558

License Number: 12403584

Date of Issue: 07/01/2024

GOLD STAR FOODS, INC.
3781 E AIRPORT DR
ONTARIO, CA 91761



City of Vernon Health Department
4305 S. Santa Fe Avenue
Vernon, CA 90058
(323) 826-1448

HEALTH PERMIT

Business Name : GOLD STAR FOODS, INC.
Business Address : 3781 E AIRPORT DR
ONTARIO, CA 91761


Facility ID: FA0001288
Issued: 7/15/2024

PT0001431 - PR0002181
1637 - WHOLESALE FOOD VEHICLE
Valid From 7/1/2024 To 6/30/2025

LICENSE # 31319S2
LICENSE # 3218295
LICENSE # 3132057

LICENSE # 3231562
LICENSE # 3218296

THE PERSON, FIRM, OR CORPORATION ABOVE NAMED IS HEREBY GRANTED A PERMIT TO ENGAGE IN THE BUSINESS ACTIVITY DESCRIBED ABOVE IN THE CITY OF VERNON FOR THE PERIOD INDICATED.

BY: 
Director



U.S. DEPARTMENT OF AGRICULTURE
 AGRICULTURAL MARKETING SERVICE
 FAIR TRADE PRACTICES PROGRAM,
 P.A.C.A. DIVISION
 NATIONAL LICENSE CENTER
 1400 Independence Ave SW
 Room 1510 Stop 0242
 Washington DC, 20250-0242
 (800) 495-PACA

LICENSE CERTIFICATE
 (Issued Under the Perishable Agricultural
 Commodities Act - 7 U.S.C. 499a - 499s)

1. LICENSE NO. 20080604	2. ANNIVERSARY DATE 03-11-2025	3. TYPE OF BUSINESS FRESH AND FROZEN	4. NATURE OF BUSINESS WHOLESALE DEALER	5. OWNERSHIP TYPE CORPORATION	6. NO. OF BRANCHES 1
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ATTN: GOLD STAR FOODS INC
 GOLD STAR FOODS INC
 P O BOX 4328
 ONTARIO, CA 91761-8828

Read
 "NOTICE TO LICENSEE"
 on reverse side

LICENSEE:
 Please examine this
 Certificate for accuracy.
 Report errors to P.A.C.A.
 Office at above address

BUS: 3781 E AIRPORT DR
 ONTARIO, CA 91761-1558

Phone: (909) 843-9600 Fax: (909) 843-9659

Email: SCOTT@GOLDSTARFOODS.COM

EIN: 26-1340567

STATE IN WHICH INCORPORATED OR FORMED: DE

DATE INCORPORATED: 10-30-2007

PRINCIPALS -OWNERS, PARTNERS, OFFICERS, DIRECTORS, MEMBERS, AND HOLDERS OF MORE THAN 10% OF STOCK

NAME (LAST - FIRST - MIDDLE INITIAL)

TITLE

SEAN LEER

CHIEF EXECUTIVE OFFICER

CHRISTOPHER SALMON

VICE PRESIDENT

GOLD STAR FOOD SERVICE LLC

STOCKHOLDER

SERGE LEHENAFF

CHIEF FINANCIAL OFFICER

MULTIPLE TRADE NAMES AND BRANCHES :

GOLD STAR FOODS INC

DIXON

CA

This is to certify that the above is licensed under the Perishable Agricultural Commodities Act, 1930, to handle fresh and frozen fruits and vegetables as a commission merchant and/or dealer, and/or broker as defined in said Act until such time as this license is suspended, revoked or terminated.

FV-231
 (10-02)
 CG: HFDL

DEPUTY ADMINISTRATOR, FAIR TRADE PRACTICES PROGRAM

LICENSE
 AMENDED
 03-27-2024

NOTICE TO LICENSEE

This license covers transactions conducted only by the licensee to whom issued.

Licensees are required to promptly notify the Department of any changes to their license. This includes change of address, changes to principals, branches and trade names. More than one trade name may be used by an entity and covered by the same licensee after approval by the Department of Agriculture.

When there are any changes in ownership of a business, an additional or withdrawal of member of a partnership, or in case the business is conducted under a different corporate charter, a new license is required.

Report all changes to:

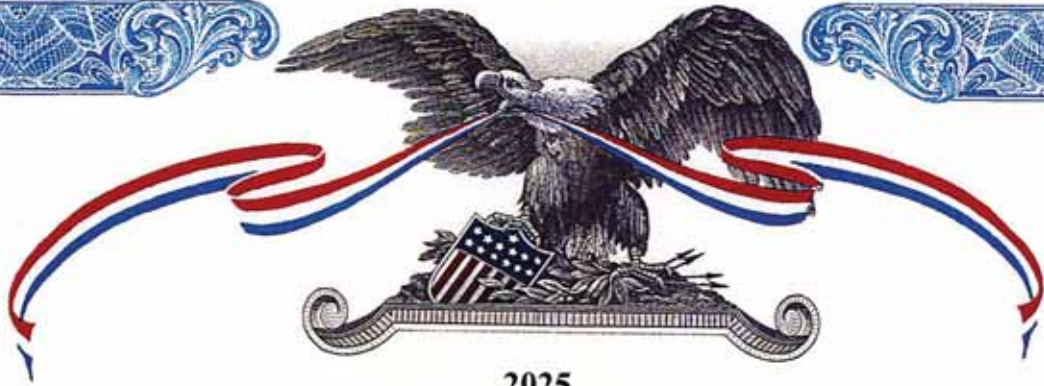
U.S. Department of Agriculture
Agricultural Marketing Service
Speciality Crops Program, PACA Branch
National License Center
1400 Independence Ave SW RM 1522S
Washington, D.C. 20250-0242

Questions, call (800) 495-7222 or email PACALicense@ams.usda.gov

Visit our website at www.ams.usda.gov/paca

Executive Order 9397 and 7 USC 499, et. Seq., authorize solicitation of information. Disclosure is mandatory to evaluate eligibility of license. Failure to provide information may cause delay in processing the application. Information may be referred to: Department of Justice and other agencies, whether Federal, State, local or foreign responsible for implementing, or for investigation or processing violations of the applicable statute, rule regulation or order; to a court, magistrate, or administrative tribunal; or to a Congressional office in response to constituent's request about his/her records.

FV-231 (04-14) Reverse



2025

CERTIFICATE OF REGISTRATION

This certifies that:

Gold Star Foods, Inc.
3781 East Airport Drive
Ontario, CA 91761-1570
United States

is registered with the U.S. Food and Drug Administration pursuant to the Federal Food Drug and Cosmetic Act, as amended by the Bioterrorism Act of 2002 and the FDA Food Safety Modernization Act, such registration having been verified as currently effective on the date hereof by Registrar Corp:

U.S. FDA Registration No.: **11509953382**
U.S. FDA UFI (DUNS) No.: **098614118**
U.S. Registration Agent: **Registrar Corp**
144 Research Drive, Hampton, Virginia, 23666, USA
Telephone: +1-757-224-0177 • Fax: +1-757-224-0179

This certificate affirms that the above stated facility is registered with the U.S. Food and Drug Administration pursuant to the Federal Food Drug and Cosmetic Act, as amended by the Bioterrorism Act of 2002 and the FDA Food Safety Modernization Act, such registration having been verified as effective by Registrar Corp as of the date hereof, and Registrar Corp will confirm that such registration remains effective upon request and presentation of this certificate until December 31, 2025, unless such registration has been terminated after issuance of this certificate. Registrar Corp makes no other representations or warranties, nor does this certificate make any representations or warranties to any person or entity other than the named certificate holder, for whose sole benefit it is issued. Registrar Corp assumes no liability to any person or entity in connection with the foregoing. The U.S. Food and Drug Administration does not issue a certificate of registration, nor does the U.S. Food and Drug Administration recognize a certificate of registration. Registrar Corp is not affiliated with the U.S. Food and Drug Administration.

Registrar Corp 
144 Research Drive, Hampton, Virginia, 23666, USA
Telephone: +1-757-224-0177 • Fax: +1-757-224-0179
info@registrarcorp.com • www.registrarcorp.com


David Lennarz
Executive Director
Registrar Corp
Dated: November 8, 2024
© Copyright 2003-2023 Registrar Corp

CERTIFICATE OF REGISTRATION

This is to certify that:

GOLD STAR FOODS INC.

3781 E Airport Drive, Ontario, California, 91761-1570, United States

has been registered by INTERTEK SAI Global as conforming to the requirements of:

SQF Food Safety Code: Storage and Distribution Edition 9.0

For the following scope:

Category 26. Storage and Distribution: Frozen and ambient storage

Certificate Number:

19858

Date of Audit:

19 – 21 Jun 2024

Date of Next Recertification Audit:

20 May 2025

Date of Certificate Decision:

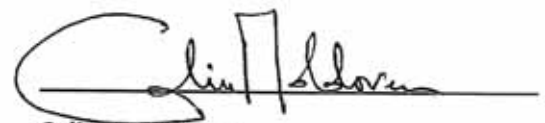
19 Jul 2024

Valid Until:

03 Aug 2025

Audit Type:

Unannounced



Calin Moldovean

President Business Assurance

SAI Global Certification Services Pty. Ltd.
Level 7 Suite 7.01
45 Clarence Street
Sydney NSW 2000
Australia



Registered by:

SAI Global Certification Services Pty Ltd operating as Intertek & Intertek SAI Global (ACN 108 716 669) 650 Lorimer Street Port Melbourne VIC 3207 Australia with SAI Global Pty Limited 650 Lorimer Street Port Melbourne VIC 3207 Australia and subject to the INTERTEK SAI Global Terms and Conditions for Certification. In the issuance of this certificate, INTERTEK SAI Global assumes no liability to any party other than to the Client, and then only in accordance with the agreed upon Certification Agreement. This certificate's validity is subject to the organization maintaining their system in accordance with Intertek SAI Global requirements for systems certification. Validity may be confirmed via email at certificate.validation@intertek.com or by scanning the code to the right with a smartphone. The certificate remains the property of INTERTEK SAI Global, to whom it must be returned upon request. CT_SQF_SDE 9_SAIG_JAS-ANZ-EN-LT-14 Nov.22





SQF Food Safety Audit Edition 9

Gold Star Foods - Ontario

Summary

AUDIT DECISION

CERTIFIED

CERTIFICATION NUMBER

19858 | 550705

AUDIT RATING



Excellent

DECISION DATE

07/19/24

AUDIT TYPE

UNANNOUNCED

RECERTIFICATION DATE

05/20/25

AUDIT DATES

06/19/24 - 06/21/24

EXPIRATION DATE

08/03/25

ISSUE DATE

07/23/24

Facility & Scope

Gold Star Foods - Ontario

3781 E Airport Drive
Ontario California 91761
United States

Food Sector Categories:

26. Storage and Distribution

Products:

26. Storage and Distribution: Frozen and ambient storage

Scope of Certification:

26. Storage and Distribution: Frozen and ambient storage

Certification Body & Audit Team

Intertek/SAI Global

Level 7 Suite 7.01 45 Clarence Street Sydney NSW
2000 Australia

CB#: CB-1-SAI

Accreditation Body: JAS-ANZ

Accreditation Number: Z1440295AS

Lead Auditor: Michael Idachaba (202312)

Technical Reviewer: Agnieszka Glodek (204863)

Hours Spent on Site: 20

Hours of ICT Activities: 0

Hours Spent Writing Report: 8



WHOLESALE FOOD - OFFICIAL INSPECTION REPORT

FACILITY NAME GOLD STAR FOODS INC		REINSPECTION 3/12/2024	INSPECTOR Sumedha Singh	DATE 2/27/2024
LOCATION 3781 E AIRPORT DR, ONTARIO, CA 91761		PERMIT 6/30/2024	IDENTIFIER: None	
TIME IN 10:52 AM	TIME OUT 11:57 AM	FACILITY ID FA0024615	RELATED ID PR0032008	PE 1865
SERVICE: 001 - INSPECTION - ROUTINE RESULT: 05 - CORRECTIVE ACTION / FOLLOW UP REQUIRED ACTION: 03 - REINSPECTION REQUIRED				

WHOLESALE FOOD - Distributor-Wholesale (50,000-Up SqFt)

Based on an inspection this day, the items marked below identify the violation(s) in operation or facilities which must be corrected. Failure to correct listed violation(s) prior to the designated compliance date may necessitate an additional inspection to be billed at the hourly rate as provided in the San Bernardino County Code, [Schedule of Fees](#).

Administrative Order to Show Cause (OSC): The Permittee has the right to a hearing if requested in writing within 15 calendar days of receipt of this notice.

See the following pages for the code sections and general requirements that correspond to each violation listed below.

18K040 Disposal - Liquid Waste

Compliance Date: Not Specified
Not In Compliance
Violation Reference -

Inspector Comments: Observed hose stored inside the mop sink on the Operations side. Discontinue this practice immediately.
Ensure all hose are stored outside of the mop sink in case of a backflow issue.

Violation Description: Liquid waste shall be disposed of through an approved plumbing system and shall discharge into the public sewerage or into an approved private sewage disposal system. Wastewater disposal shall comply with local wastewater treatment district standards. Ice machines, food preparation equipment, utensil washing sinks, refrigeration units and other food processing equipment shall drain to a floor sink via a legal air gap.

18K090 Permit

Compliance Date: Not Specified
Not In Compliance
Violation Reference -

Inspector Comments: Observed 2 vending machines that did not contain a current San Bernardino County Health permit, one contains potentially hazardous food products and the other unit was a coffee machine.

Facility to immediately contact Brec Vending and obtain permit decals on machine.

Maintain a copy of the vending company's valid San Bernardino County health permit at this facility and make it available upon request.

Violation Description: No person or entity shall own, operate or permit any retail or wholesale activity pertaining to the handling or holding of food for the public, without first applying for, receiving and retaining an unexpired, unsuspended, unrevoked permit from DEHS for each food facility or activity, and paying fees to DEHS in those amounts specified in the San Bernardino County Code Schedule of Fees.

18K100 Plumbing - Fixtures

Compliance Date: Not Specified
Not In Compliance
Violation Reference -

Inspector Comments: 1. Observed mop sink faucet leaking in the Operations area. Repair and maintain as needed.

2. Observed hot water handle broken at the front office area mop sink. Repair and maintain as needed.

Violation Description: Every food processing establishment shall be properly drained and plumbed. All plumbing shall be installed in compliance with local plumbing ordinances and shall be maintained in good repair.

Overall Inspection Comments



WHOLESALE FOOD - OFFICIAL INSPECTION REPORT

FACILITY NAME GOLD STAR FOODS INC	DATE 2/27/2024
LOCATION 3781 E AIRPORT DR. ONTARIO, CA 91761	INSPECTOR Smedha Singh

Facility receives, stores and ships various packaged food products to school districts in California.

Pest control is conducted by Steritech Pest Control on a weekly basis. Reports were reviewed on site.

Procedures are in place for the inspection for incoming and outgoing trucks for cleanliness, vermin, unusual smells/odors and general condition of the trucks.

Facility has recall procedures in place. Mock recalls are conducted quarterly.

Employee GMP's for hygiene were observed in compliance.

Cleaning and sanitation procedures were reviewed.

Trainings are conducted according to a master schedule.

Holds are stored in a separate area.

All food items are stored off the floor on pallets and racks.

Inspection conducted with Jaime Anguiano, Regional Manager.

FREE Classes to L.E.A.R.N!

Liaison Education And Risk Network (L.E.A.R.N.) is a FREE class based on the fundamentals of Active Managerial Control and the Centers for Disease Control and Prevention's five risk factors that lead to foodborne illnesses. Find out when the next L.E.A.R.N. class is by checking our [calendar](#).

Total # of Images: 0



WHOLESALE FOOD - OFFICIAL INSPECTION REPORT

FACILITY NAME GOLD STAR FOODS INC				REINSPECTION Not Specified	INSPECTOR Mary Ann Glass	DATE 8/29/2024
LOCATION 3781 E AIRPORT DR, ONTARIO, CA 91761				PERMIT 6/30/2025	IDENTIFIER: None	
TIME IN 11:44 AM	TIME OUT 12:18 PM	FACILITY ID FA0024615	RELATED ID PR0032008	FE 1865	SERVICE: 003 - INSPECTION - FOLLOW UP INSPECTION RESULT: 01 - CORRECTIVE ACTION NOT REQUIRED ACTION: 01 - NO FURTHER ACTION REQUIRED	

WHOLESALE FOOD - Distributor-Whlsle (50,000-Up SqFt)

Based on an inspection this day, the items marked below identify the violation(s) in operation or facilities which must be corrected. Failure to correct listed violation(s) prior to the designated compliance date may necessitate an additional inspection to be billed at the hourly rate as provided in the San Bernardino County Code, [Schedule of Fees](#).

Administrative Order to Show Cause (OSC): The Permittee has the right to a hearing if requested in writing within 15 calendar days of receipt of this notice.

See the following pages for the code sections and general requirements that correspond to each violation listed below.

18K994 Reinspection

Compliance Date: Not Specified
Not in Compliance
Reference - HSC

Inspector Comments: A follow up inspection was conducted on this date by San Bernardino County Environmental Health Services:

The following was observed on this day:

- The hose was maintained out of the mop sink on the Operations side.
- Both vending machines were removed, (Coffee and Potentially Hazardous). They were replaced with a prepackaged beverage vending machine and a prepackaged chips candy machine. These types of vending machines do not need a additional permit.
- The handle to the hot water heater was turned off and therefore no supply of hot water was provided to the mops sink. This was corrected. Mop sink on the operations side was functional with 120F. Maintain handle to the hot water heater in a manner that enables hot water to flow to the mop sink.

No follow up needed.

Description: Reinspection conducted at this time to determine compliance from prior inspection.


Overall Inspection Comments

No summary comments have been made for this inspection.

FREE Classes to L.E.A.R.N!

Liaison Education And Risk Network (L.E.A.R.N.) is a FREE class based on the fundamentals of Active Managerial Control and the Centers for Disease Control and Prevention's five risk factors that lead to foodborne illnesses. Find out when the next L.E.A.R.N. class is by checking our [calendar](#).

Total # of Images: 0

	GOLD STAR FOODS	SQF 2.4 Food Safety System	DOCUMENT # 2.4.3
Document Title: Food Safety Plan		Revision Date:	01/15/2025
Department: ALL Departments		Revision #	13
Prepared By: Jaime Anguiano		Approved By: Pedro Osorio	Page 1 of 5

Introduction to Gold Star Foods Inc.

STREET ADDRESS:

3781 E. Airport Drive
Ontario, CA 91761

MAILING ADDRESS:

P.O. Box 4328
Ontario, CA 91761

FEDERAL I.D. NUMBER:

26-1340567

TELEPHONE:

Toll Free..... (800) 540-0215

Local..... (909) 843-9600

FAX:

Office.....(909) 843-9659

HOURS:

Monday - Friday 6:00 AM - 5:00 PM

Company Overview:

Gold Star Foods Inc. "Gold Star Foods" began operations in 1966 as a distributor of meat products primarily to coffee shops in the Los Angeles area. "Gold Star Meat Company", a family owned business, was purchased in 1978 and under new ownership the focus of the business shifted from restaurants to Southern California School Districts. To better reflect the image of a changing inventory, the name was changed to "Gold Star Foods" in 1983 and most recently to "Gold Star Foods Inc". Since 1978, Gold Star Foods customer base has grown to over 300 school districts throughout the Southwest. As a result of our commitment to excellence, we have been recognized nationwide by the United States Department of Agriculture and the American School Food Service Association as one of the outstanding food service distributors to school districts.


A leader in the provision of School Nutrition Food and Supplies, Gold Star is widely considered one of the United States' premier processed commodity distributors. Our founder's vision became a system where school food operations can order and use commodities just like commercial products. The result? The children have products that are appetizing, and the districts can utilize government subsidies. Gold Star Commodity Programs have grown to supply all items used in school meal programs:

- Frozen
- Grocery
- Fresh and Frozen Bread
- Produce
- Paper & Supplies

Food Safety, Product Recall, & Biosecurity:

Keeping students safe is our primary role. At Gold Star tremendous investment is made to ensure the integrity of the products we deliver. HACCP is not a buzz word, how we manage your goods through our system to your door. Using outside, third party companies, our systems are evaluated and graded to make sure the systems are in place and working. Food integrity also requires that food security systems are in place as mandated by industry best practices and USDA Biosecurity requirements.

Plant Description:

	GOLD STAR FOODS	SQF 2.4 Food Safety System	DOCUMENT # 2.4.3
Document Title: Food Safety Plan		Revision Date:	01/15/2025
Department: ALL Departments		Revision #	13
Prepared By: Jaime Anguiano		Approved By: Pedro Osorio	Page 2 of 5

Gold Star Foods facility has 36 loading doors. The construction is primarily concrete tilt-up walls built on a cement slab. Walls and ceilings are constructed of sheet metal with anodized white sanitary coating. The roof is flat, but with adequate drainage to minimize standing water.

The total plant footprint is 252,310 square feet.

Freezer 83,660 SF

Refrigerated Storage 24,700 SF

Produce Storage 3,600 SF

Dry Grocery Storage 41,800 SF

Bread Operations 12,500 SF

Dry Dock 16,600 SF

Refrigerated Dock 17,400 SF


Engine Room 2,600 SF

Main Office 15,300 SF

Shipping/Receiving Office 3,040 SF

HACCP Leadership Team

Name	Title	Responsibilities	Qualifications/Experience
Derrick Britton	Executive VP of Operations	HACCP Team Member (714) 270 - 3057	Over 30 years of Food Operations and Distribution
Pedro Osorio	Corporate Director of Occupational and Food Safety Corporate Safety/HACCP Director	HACCP Team Leader SQF Practitioner (323) 496-7280	SQF Practitioner trained HACCP certified
Octavio Salazar	VP, Center of Excellence	HACCP Team Member (909) 437-9513	HACCP Trained
Ed Taylor	Director Warehouse Ontario	HACCP Team Member (909) 230-8749	HACCP Trained
Danny Garcia	Director of Transportation Ontario	HACCP Team Member (562) 301-8541	17 years Food Operations and Distribution experience.
Jaime Anguiano	Corporate Manager Occupational & Food Safety	HACCP Team Member (909) 806 - 9295	HACCP Trained
Richie Cabrera	Inventory Control Ontario	HACCP Team Member (909) 268-3091	HACCP Trained
Karen Rosales	VP of Merchandising	HACCP Team Member (626) 428-9340	HACCP Trained
Erick Gomez	Safety Training Manager Dixon	HACCP Team Member (704) 310 - 2934	HACCP Trained

	GOLD STAR FOODS	SQF 2.4 Food Safety System	DOCUMENT # 2.4.3
Document Title: Food Safety Plan		Revision Date:	01/15/2025
Department: ALL Departments		Revision #	13
Prepared By: Jaime Anguiano		Approved By: Pedro Osorio	Page 3 of 5

Wendy Miller	Warehouse Manager Pennsylvania	HACCP Team Member (814)932-4797	HACCP Trained
Christopher Strait	IC Pennsylvania	HACCP Team Member (814)381-4688	HACCP Trained
Shane Shaffer	Warehouse Manager Houston	HACCP Team Member (971)353-2260	HACCP Trained
Jesse Perryman	IC Houston	HACCP Team Member (713) 595-6545	HACCP Trained
Isaac Cantu	Warehouse Supervisor Oregon	HACCP Team Member 971-226-3528	HACCP Trained

Introduction to HACCP

Introduction: Hazard Analysis Critical Control Point, or HACCP, is a system which gives us a proactive common-sense approach to the safety management of our food products. HACCP was originally designed in the early days of the American manned space Program, and was developed by the Pillsbury Company, NASA and the United States Army laboratories, to ensure the Microbiological safety of the astronauts' food.

HACCP (Hazard Analysis Critical Control Points), which is a global standard developed as part of [Codex Alimentarius](#) to improve upon and synchronize international food standards, guidelines, and codes of practice to protect the health of consumers. The HACCP system was launched publicly in 1971 and is designed to identify and control hazards that may occur anywhere in a food processing operation.


The benefits of the HACCP system are as follows:

- A Preventative System
- A Systematic Approach
- Helps demonstrate 'Due Diligence'
- Internationally accepted
- Strengthens Quality Management Systems

Scope: The purpose of this food safety program is to identify and control, prevent, and eliminate food safety hazards.

The HACCP Team has defined the Scope of this analysis to begin with the receiving of ingredients and packaging to the shipment of the finished product to the customers, taking into account all possible Microbiological, Chemical, Physical and Intentional hazards which could occur during this process. The HACCP team will also take into consideration all potential hazards from the Country of Origin of all sourced products

The HACCP Team will ensure that all working practices adhere to all current food safety legislation.


	GOLD STAR FOODS	SQF 2.4 Food Safety System	DOCUMENT # 2.4.3
Document Title: Food Safety Plan		Revision Date:	01/15/2025
Department: ALL Departments		Revision #	13
Prepared By: Jaime Anguiano		Approved By: Pedro Osorio	Page 4 of 5

Definitions

TERM	DEFINITION
Critical Control Point (CCP)	A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Pre- Requisite Programs	Practices and procedures forming the basis of preventable actions: <ul style="list-style-type: none"> ▪ Receiving, Storage & Transport ▪ Approved Supplier Program ▪ Calibration & Maintenance ▪ Cleaning & Sanitation ▪ Pest Management ▪ Staff Training ▪ Personnel Practices ▪ Product Identification, Traceability & Recall ▪ Premises (buildings & site) ▪ Complaint Management ▪ Allergen Control
Hazard Analysis	A tabulated record of all Hazards that affect or have the potential to affect the safety of the products under analysis.
HACCP	Hazards identified in the risk analysis as being of significance and their respective control measures are transferred to the HACCP table. The critical limit of these hazards is specified. Details of who will monitor the critical limit to make sure it is not broken are given. Actions to be taken when critical limits are broken are also given. Records of monitoring activities are listed.

Gold Star Foods, Inc.

Methodology:

	GOLD STAR FOODS	SQF 2.4 Food Safety System	DOCUMENT # 2.4.3
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Flow Chart: The flow chart has been designed so that each step of the process has been identified

Hazard Analysis Table: The method used to establish CCP's within this HACCP plan has been based on the significance of each hazard and the likelihood of occurrence as determined by the Hazard Analysis table. Hazards which can be controlled, prevented or eliminated by the application of Pre-Requisite Programs are not included in the HACCP plan. Therefore, these hazards have been identified in the risk analysis and have not been carried forward to the HACCP table as CCP's. Hazards controlled by Pre-Requisite programs may be monitored without a record maintained

HACCP Table All hazards not controlled by Pre-Requisite programs and defined as highly significant have been carried over to the HACCP table as a CCP. These hazards are all monitored, and a record of that activity maintained.

Guidance: The HACCP plan has been prepared in accordance with: FDA Hazard Analysis and Critical Control Point Principles and Application Guidelines Adopted August 14, 1997, National Advisory Committee on Microbial Criteria for Foods and CODEX Alimentarius Guidelines 97/13A for HACCP.

Revision History			
<u>Rev #</u>	<u>Issue Revision Date</u>	<u>Revised By</u>	<u>Reason for Revision</u>
1	01/11/16	Pedro Osorio	New
2	02/26/16	Wayne Warner	Update to SQF 7.2 Quality manual
3	03/18/16	Pedro Osorio	Updated HACCP team
4	12/28/16	Pedro Osorio	Removed Marc Jimenez
5	5/1/2017	Pedro Osorio	Added Joe Villarreal, removed Larry Noble
6	3/14/2018	Jaime Anguiano	Added Tim Christoni, removed Joe Villarreal, Added Mike Lapacka removed Erick Osorio
7	1/8/2019	Jaime Anguiano	Added Les Wong and Bob Miles updated plant description
8	1/2/2020	Jaime Anguiano	Updated Document to meet SQF edition 8.1
9	1/16/2021	Jaime Anguiano	Added Alfredo Hernandez, Robert Avery, and Ben Chapman
10	1/15/2022	Jaime Anguiano	Added team members from Missouri, Texas, Colorado, Oregon, Pennsylvania
11	1/15/2023	Jaime Anguiano	Removed Mike Lapacka
12	1/15/2024	Jaime Anguiano	Updated Team Members
13	1/15/2025	Jaime Anguiano	Updated Team Members

2.4.3 HAZARD ANALYSIS CRITICAL CONTROL POINTS
Distribution of Food Ingredients, Finished Products and Chemicals

Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	Verification
Purchasing	B- Microbiological contamination during process at the source of origin	Ingredients and finished goods are purchased on behalf of our customers based on regulatory requirements for the vendor and/or products	NO	Purchase from only suppliers approved by our customers who meet guidelines for U.S.D.A. National School Lunch Program (NSLP)	Each new vendor and annual review	Approved Vendor Register Intended Use Product List	Do not approve vendor or ingredient/packaging until risk analysis is completed	Strategic Sourcing Manager	Director of safety HACCP
	P- Foreign Objects	Suppliers will be evaluated on an on-going basis for product quality and adherence to specifications.	NO	Vendor must be in compliance with specification.	Each new vendor and annual review	Vendor Complaint Register	Increase inspection and oversight of vendor if foreign materials are found. Discontinue use of vendor if non-compliance continues.	Strategic Sourcing Manager	Director of safety HACCP
	C- Allergens	Vendors must complete allergen questionnaire and provide proof of an adequate allergen control program.	NO	Vendor must complete allergen questionnaire and submit written allergen program and/or proof of an allergen program verified by a 3rd Party audit.	Each new vendor and annual review	3rd Party Inspection Certificate and or/ Inspection Findings, Vendor Security Questionnaire	Do not approve or discontinue use of vendor if allergen control plan is found not to be adequate	Strategic Sourcing Manager	Director of safety HACCP
	S- Intentional product tampering at source.	Vendors must complete security questionnaire and provide proof of an adequate food defense program.	NO	Vendor must submit written food defense program and/or proof of a food defense program verified by a 3rd Party audit.	Each new vendor and annual review	3rd Party Inspection Certificate and or/ Inspection Findings, Vendor Security Questionnaire	Do not approve or discontinue use of vendor if food defense plan is found not to be adequate	Strategic Sourcing Manager	Director of safety HACCP
Receiving Foodservice Cleaning Supplies	C- Uncontrolled Chemicals	Visual inspection of delivery vehicle and receiving area.	NO	All chemicals must be received sealed with no signs of spillage or damage *We sometimes receive foodservice janitorial supplies with food ingredients based on our distribution model.	Each delivery	Receiving Inspection Report (if applicable)	Reject shipment if signs of spillage and/or open/damaged containers are observed.	Trained Receiving Personnel	Director of safety HACCP
	S- Intentional product tampering or sabotage during shipping, transport or delivery.	Security of exterior premise - fencing and locked gate requiring appointment and clearance Continuous monitoring of receiving areas with security camera system	NO	All delivery vehicles must check in at arrival and security gate is only opened after check in approval Receiving areas are required to be monitored at all times	Each delivery	Delivery Log PO and Appointment Log Security Incident Report	Deliveries without scheduled appointment or proper security clearance will not be allowed to enter secured grounds. Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Trained receiving office staff Facilities/Safety/HACCP Manager	Director of safety HACCP Director of safety HACCP

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 Supersedes 1/11/16
 Reviewed no changes 1/15/2025

Visual inspection of product.	NO	Chemicals are inspected for tampering or damages at time of receiving.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Products with compromised direct packaging are rejected. Compromised and/or damaged shipping containers are accepted, isolated and placed on hold pending investigation.	Trained Receiving Personnel	Director of safety HACCP

2.4.3 HAZARD ANALYSIS CRITICAL CONTROL POINTS
Distribution of Food Ingredients, Finished Products and Chemicals

Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	verification
Receiving Dry Ingredients and Liquids	B- Microbiological contamination during shipping and transport	Visual inspection of delivery vehicle.	NO	No evidence of poor sanitation conditions.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if poor sanitation is observed.	Trained Receiving Personnel	Director of safety HACCP
		Visual inspection of product.	NO	No opened or torn containers.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Products with compromised direct packaging are rejected. Compromised and/or damaged shipping containers are accepted, isolated and placed on hold	Trained Receiving Personnel	Director of safety HACCP
	B- Pest Infestation	Delivery vehicle and products are visually inspected for signs of droppings and infestation	NO	No evidence of infestation.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if droppings or infestation is observed.	Trained Receiving Personnel	Director of safety HACCP
	P-Foreign Objects	Visual inspection of product.	NO	No opened or torn containers.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Open containers are rejected. Damaged materials are accepted, isolated and placed on hold.	Trained Receiving Personnel	Director of safety HACCP
	C- Uncontrolled Chemicals	Visual inspection of delivery vehicle and receiving area.	NO	All chemicals must be received sealed with no signs of spillage or damage *We sometimes receive foodservice janitorial supplies with food ingredients based on our distribution model.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if signs of spillage and/or open/damaged containers are observed.	Trained Receiving Personnel	Director of safety HACCP
	C- Allergens	Visual inspection of product.	NO	Product labels must be present on all products.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject products if labeling is not present.	Trained Receiving Personnel	Director of safety HACCP
S - Intentional product tampering or sabotage during shipping and transport.		Security of exterior premise - fencing and locked gate requiring appointment and clearance	NO	All delivery vehicles must check in at arrival and security gate is only opened after check in approval	Each delivery	Delivery Log PO and Appointment Log	Deliveries without scheduled appointment or proper security clearance will not be allowed to enter secured grounds.	Trained receiving office staff	Director of safety HACCP
		Observation of truck door security	NO	All trucks are required to be locked and/or sealed at time of delivery. Receiving personnel must observe the driver unlocking the cargo door.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if seal has been broken or truck was opened without direct observation	Trained Receiving Personnel	Director of safety HACCP

2.4.3 HAZARD ANALYSIS CRITICAL CONTROL POINTS
 Distribution of Food Ingredients, Finished Products and Chemicals

	Continuous monitoring of receiving areas with security camera system	NO	Receiving areas are required to be monitored at all times	Each delivery	Security Incident Report	Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Facilities/Safety/HACCP Manager	Director of safety HACCP
	Visual inspection of product.	NO	All ingredients are inspected for tampering or damages at time of receiving.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Products with compromised direct packaging are rejected. Compromised and/or damaged shipping containers are accepted, isolated and placed on hold pending investigation.	Trained Receiving Personnel	Director of safety HACCP

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Distribution of Food Ingredients, Finished Products and Chemicals

Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	verification
Receiving Chilled/ Frozen Ingredients	B- Microbiological contamination during shipping and transport	Visual inspection of delivery vehicle.	NO	No evidence of poor sanitation conditions.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if poor sanitation is observed.	Trained Receiving Personnel	Director of safety HACCP
		Visual inspection of product.	NO	No opened or torn containers.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Products with compromised direct packaging are rejected. Compromised and/or damaged shipping containers are accepted, isolated and placed on hold	Trained Receiving Personnel	Director of safety HACCP
	B- Temperature abuse of TCS products during shipping and transport	Monitor temperature of TCS products at time of receiving	NO	Chilled TCS Products =/ $<$ 41 degrees F Frozen Ingredients =/ $<$ 10 degrees F	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject any TCS products exceeding temperature requirements.	Trained Receiving Personnel	Director of safety HACCP
	B- Pest infestation	Delivery vehicle and products are visually inspected for signs of droppings and infestation	NO	No evidence of infestation.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if droppings or infestation is observed.	Trained Receiving Personnel	Director of safety HACCP
	P- Foreign Objects	Visual inspection of product.	NO	No opened or torn containers.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Open containers are rejected. Damaged materials are accepted, isolated and placed on hold.	Trained Receiving Personnel	Director of safety HACCP
	C- Uncontrolled Chemicals	Visual inspection of delivery vehicle and receiving area.	NO	All chemicals must be received sealed with no signs of spillage or damage *We sometimes receive foodservice janitorial supplies with food ingredients based on our distribution model.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if signs of spillage and/or open/damaged containers are observed.	Trained Receiving Personnel	Director of safety HACCP
	C- Allergens	Visual inspection of product.	NO	Product labels must be present on all products.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject products if labeling is not present.	Trained Receiving Personnel	Director of safety HACCP
	S- Intentional product tampering or sabotage during shipping and transport.	Security of exterior premise - fencing and locked gate requiring appointment and clearance	NO	All delivery vehicles must check in at arrival and security gate is only opened after check in approval	Each delivery	Delivery Log PO and Appointment Log	Deliveries without scheduled appointment or proper security clearance will not be allowed to enter secured grounds.	Trained receiving office staff	Director of safety HACCP

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 Distribution of Food Ingredients, Finished Products and Chemicals

Observation of truck door security	NO	All trucks are required to be locked and/or sealed at time of delivery. Receiving personnel must observe the driver unlocking the cargo door.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if seal has been broken or truck was opened without direct observation	Trained Receiving Personnel	Director of safety HACCP
Continuous monitoring of receiving areas with security camera system	NO	Receiving areas are required to be monitored at all times	Each delivery	Security Incident Report	Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Facilities/Safety/HACCP Manager	Director of safety HACCP
Visual inspection of product.	NO	All ingredients are inspected for tampering or damages at time of receiving.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Products with compromised direct packaging are rejected. Compromised and/or damaged shipping containers are accepted, isolated and placed on hold pending investigation.	Trained Receiving Personnel	

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Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	verification
Receiving Packaging	B- Microbiological contamination during shipping and transport	Visual inspection of delivery vehicle.	NO	No evidence of poor sanitation conditions.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if poor sanitation is observed.	Trained Receiving Personnel	Director of safety HACCP
		Visual inspection of product.	NO	All packaging is inspected for tampering or damages at time of receiving.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Products with compromised direct packaging are rejected. Compromised and/or damaged shipping containers are accepted, isolated and placed on hold pending investigation.	Trained Receiving Personnel	Director of safety HACCP
	B- Pest Infestation	Delivery vehicle and products are visually inspected for signs of droppings and infestation	NO	No evidence of infestation.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment	Trained Receiving Personnel	Director of safety HACCP
	P-Foreign Objects	Visual inspection of product.	NO	No opened or torn containers.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Open packaging is rejected. Damaged materials are accepted, isolated and placed on hold.	Trained Receiving Personnel	Director of safety HACCP
	C- Uncontrolled Chemicals	Visual inspection of delivery vehicle and receiving area.	NO	All chemicals must be received sealed with no signs of spillage or damage *We sometimes receive foodservice janitorial supplies with food ingredients based on our distribution model.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if signs of spillage and/or open/damaged containers are observed.	Trained Receiving Personnel	Director of safety HACCP
S- Intentional product tampering or sabotage during shipping and transport.	Security of exterior premise - fencing and locked gate requiring appointment and clearance	Security of exterior premise - fencing and locked gate requiring appointment and clearance	NO	All delivery vehicles must check in at arrival and security gate is only opened after check in approval	Each delivery	Delivery Log PO and Appointment Log	Deliveries without scheduled appointment or proper security clearance will not be allowed to enter secured grounds.	Trained receiving office staff	Director of safety HACCP
		Observation of truck door security	NO	All trucks are required to be locked and/or sealed at time of delivery. Receiving personnel must observe the driver unlocking the cargo door.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Reject shipment if seal has been broken or truck was opened without direct observation	Trained Receiving Personnel	Director of safety HACCP
	Continuous monitoring of receiving areas with security camera system		NO	Receiving areas are required to be monitored at all times	Each delivery	Security Incident Report	Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Facilities/Safety/HACCP Manager	Director of safety HACCP

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 Supersedes 1/11/16
 Reviewed no changes 1/15/2025

	Visual inspection of product.	NO	All packaging is inspected for tampering or damages at time of receiving.	Each delivery	Receiving Inspection Report Corrective Action Report (if applicable)	Products with compromised direct packaging are rejected. Compromised and/or damaged shipping containers are accepted, isolated and placed on hold pending investigation.	Trained Receiving Personnel	Director of safety HACCP

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Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	verification
Storage Dry Ingredients and Liquids	B- Pest Infestation	Visual inspection of interior and exterior traps by 3rd Party Pest Control Company	NO	No significant evidence of infestation.	Bi-weekly	3rd Party Pest Control Inspection Report Corrective Action Report	Increase inspection and or quantity of devices. Follow pest control technician's recommendations in agreed upon time frame. Dispose of any affected products.	3rd Party PCO SQF Practitioner	Director of safety HACCP
	P- Glass/ Brittle Plastic	Visual inspection of storage area lights and other glass/brittle plastic in area.	NO	No missing or broken glass/brittle plastic. All lights have protective coverings.	Monthly	Monthly Glass and Brittle Plastic Inspection Report Corrective Action Report (if applicable)	Missing or broken glass/plastic is replaced or repaired. Product is moved out of area if required.	Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	P-Dust	Visual inspection of product.	NO	No opened or torn containers observed.	Daily Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	Open containers are inspected and resealed. Cause of deviation will be investigated. Damaged containers are isolated and placed on hold.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	C- Uncontrolled Chemicals	Visual observation of chemicals in storage areas	NO	Chemicals must be stored on separate pallets from food products. No signs of damage or spillage.	Daily Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	If improper storage is identified, the issue will be corrected. Cause of deviation will be investigated. Damaged containers are isolated and placed on hold.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	C- Allergens	Visual observation of allergen storage.	NO	Allergens must not be stored on mixed pallets. No storage of peanuts with non-peanut product groups.	Daily Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	Products not stored correctly will be relocated to proper storage. Cause will be investigated.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	S - Intentional product tampering or sabotage during storage.	Continuous monitoring of storage areas with security camera system	NO	Storage areas are required to be monitored at all times	Continuous	Security Incident Report	Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Facilities/Safety/ HACCP Manager	Director of safety HACCP
		Visual inspection of product.	NO	Ingredients are inspected for tampering during daily walk-through and monthly audits.	Daily Monthly	Monthly Internal Audit Report Security Incident Report (if applicable)	Safety officer reviews security camera recording footage if tampering is suspected. Product is isolated during investigation.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP

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Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	verification
Storage Chilled/ Frozen Ingredients	B- Pest infestation	Visual inspection of interior and exterior traps by 3rd Party Pest Control Company	NO	No significant evidence of infestation.	Bi-weekly	3rd Party Pest Control Inspection Report Corrective Action Report	Increase inspection and or quantity of devices. Follow pest control technician's recommendations in agreed upon time frame. Dispose of any affected products.	3rd Party PCO SQF Practitioner	Director of safety HACCP
	B- Temperature abuse of TCS food products	Continuous monitoring of temperatures of coolers and freezers holding TCS food products	NO	Coolers TCS Products = <41 degrees F Freezer TCS Products = <10 degrees F	Weekly	Continuous Monitoring Report from system-printed and reviewed weekly	Monitor product temperatures of TCS foods. Dispose of all products that are above temperature limits for 4 hours or more.	Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
		Verification of wall thermometer temperatures	NO	Coolers TCS Products = <41 degrees F Freezer TCS Products = <10 degrees F	2 times/daily	Daily Refrigerated Temperature Monitoring Log	Monitor product temperatures of TCS foods. Dispose of all products that are above temperature limits for 4 hours or more.	Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	P- Glass/ Brittle Plastic	Visual inspection of storage area lights and other glass/brittle plastic in area.	NO	No missing or broken glass/brittle plastic. All lights have protective coverings.	Monthly	Monthly Glass and Brittle Plastic Inspection Report Corrective Action Report (if applicable)	Missing or broken glass/plastic is replaced or repaired. Product is moved out of area if required.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	P- Dust	Visual inspection of product.	NO	No opened or torn containers.	Daily Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	Open or damaged containers are isolated and placed on hold.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	C- Uncontrolled Chemicals	Visual observation of chemicals in storage areas	NO	Chemicals must be stored on separate pallets from food products. No signs of damage or spillage.	Daily Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	If improper storage is identified, the issue will be corrected. Cause of deviation will be investigated. Damaged containers are isolated and placed on hold.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	C- Allergens	Visual observation of allergen storage.	NO	Allergens must not be stored on mixed pallets. No storage of peanuts with non-peanut product groups.	Daily Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	Products not stored correctly will be re-located to proper storage. Cause will be investigated.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	S - Intentional product tampering or sabotage during storage.	Continuous monitoring of storage areas with security camera system Outside coolers/freezers are locked at all times when not in use	NO	All storage areas are required to be monitored at all times	Continuous	Security Incident Report	Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Facilities/Safety/ HACCP Manager	Director of safety HACCP

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	Visual inspection of product.	NO	Ingredients are inspected for tampering during walk-through and monthly audits.	Daily Monthly	Monthly Internal Audit Report Security Incident Report (if applicable)	Safety officer reviews security camera recording footage if tampering is suspected. Product is isolated during investigation.	Facilities/Safety/ HACCP Manager	
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Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	verification
Storage Packaging (Poly Bags and Boxes for Re-pack	B- Pest Infestation	Bi-weekly visual inspection of interior and exterior traps by 3rd Party Pest Control Company	NO	No significant evidence of infestation.	Bi-weekly	3rd Party Pest Control Inspection Report Corrective Action Report	Increase inspection and or quantity of devices. Follow pest control technician's recommendations in agreed upon time frame. Dispose of any affected products.	3rd Party PCO SQF Practitioner	Director of safety HACCP
	P- Glass/ Brittle Plastic	Visual inspection of storage area lights and other glass/brittle plastic in area.	NO	No missing or broken glass/brittle plastic. All lights have protective coverings.	Weekly	Monthly Glass and Brittle Plastic Inspection Report Corrective Action Report (if applicable)	Missing or broken glass/plastic is replaced or repaired. Product is moved out of area if required.	Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	P-Dust	Visual inspection of product.	NO	No opened or torn containers.	Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	Open, uncovered or damaged packaging is isolated and placed on hold.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	C- Uncontrolled Chemicals	Visual observation of chemicals in storage areas	NO	Chemicals must be stored on separate pallets from food products. No signs of damage or spillage.	Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	If improper storage is identified, the issue will be corrected. Cause of deviation will be investigated. Damaged containers are isolated and placed on hold.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
S - Intentional product tampering or sabotage during storage.	Visual inspection of product.	Continuous monitoring of storage areas with security camera system Outside coolers/freezers are locked at all times when not in use	NO	All storage areas are required to be monitored at all times	Continuous	Security Incident Report	Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Facilities/Safety/ HACCP Manager	Director of safety HACCP
			NO	Packaging is inspected for tampering during walk-through and monthly audits.	Daily Monthly	Monthly Internal Audit Report Security Incident Report (if applicable)	Safety officer reviews security camera recording footage if tampering is suspected.	Facilities/Safety/ HACCP Manager	Director of safety HACCP

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Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	verification
Storage Foodservice Cleaning Supplies	C- Uncontrolled Chemicals	Visual observation of chemicals in storage areas	NO	Chemicals must be stored on separate pallets from food products. No signs of damage or spillage.	Daily Monthly	Monthly Internal Audit Report Corrective Action Report (if applicable)	If improper storage is identified, the issue will be corrected. Cause of deviation will be investigated. Damaged containers are isolated and placed on hold.	Warehouse Leads/Supervisors Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
	S - Intentional product tampering or sabotage during shipping and transport.	Continuous monitoring of receiving areas with security camera system	NO	Receiving areas are required to be monitored at all times	Continuous	Security Incident Report	Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Facilities/Safety/ HACCP Manager	Director of safety HACCP
Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	Director of safety HACCP
Repack of Produce items	B- Flying Insects	Visual inspection of interior Sticky Traps by 3rd Party Pest Control Company. Visual observation of areas during production.	NO	No significant evidence of infestation.	Bi-weekly	3rd Party Pest Control Inspection Report Corrective Action Report	Open packaging is rejected. Damaged materials are accepted, isolated and placed on hold.	Trained Receiving Personnel	Director of safety HACCP
	B - Microbial contamination from employees	Employees are trained in Good Manufacturing Practices Employee adherence to GMPs are monitored.	NO	Employees cannot start work until GMP Training has been completed	Upon hire and annually thereafter	Employee Training Records	No exceptions	Facilities/Safety/ HACCP Manager	Director of safety HACCP
	B - Microbial contamination from equipment	Equipment, work utensils and containers are inspected for sanitary conditions prior to use.	NO	Equipment cannot be used until passed by inspector.	Daily on repacking days	Pre-Operational and Operational Sanitation Report Monthly Internal Audit Report	Employee will be re-trained on first occurrence. Disciplinary action will occur on 2nd violation.	Repack Lead/ Facilities/Safety/ HACCP Manager or trained alternate	Director of safety HACCP
P-Glass/ Brittle Plastic		Visual inspection of storage area lights and other glass/brittle plastic in area.	NO	No missing or broken glass/brittle plastic. All lights have protective coverings.	Monthly	Monthly Glass and Brittle Plastic Inspection Report Corrective Action Report (if applicable)	Equipment found to be dirty will be re- cleaned and re-inspected prior to use	QC Technician	Director of safety HACCP

Gold Star Foods
 3781 E. Airport DR
 Ontario, CA 91761

2.4.3 HAZARD ANALYSIS CRITICAL CONTROL POINTS
 Distribution of Food Ingredients, Finished Products and Chemicals

Revised 3/8/21
 Supersedes 1/11/16
 Reviewed no changes 1/15/2025

S - Intentional product tampering or sabotage during scaling process.	Continuous monitoring of re-pack area with security camera system	NO	All areas are required to be monitored at all times	Continuous	Security Incident Report	Safety officer reviews security camera recording footage when required if tampering is suspected.	Facilities/Safety/HACCP Manager	Director of safety HACCP

2.4.3 HAZARD ANALYSIS CRITICAL CONTROL POINTS
Distribution of Food Ingredients, Finished Products and Chemicals

Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Records	Corrective Actions	Responsibility	verification
Loading of Out-going Trucks	B- Microbiological contamination during shipping and transport	Visual inspection of shipping trailer. Visual inspection of product.	NO	No evidence of poor sanitation conditions. No opened or torn containers.	Each shipment Each shipment	Outbound Checklist Corrective Action Report (if applicable) Outbound Checklist Corrective Action Report (if applicable)	Training Shipping Personnel Training Shipping Personnel	Director of safety HACCP Director of safety HACCP
	B- Temperature abuse during shipping and transport	Monitor actual temperature of trailer at time of loading	NO	Actual temperature must be \approx <41 degrees F Product must be staged in zones per loading instructions.	Each shipment	Outbound Checklist Corrective Action Report (if applicable)	Training Shipping Personnel	Director of safety HACCP
	B- Pest Infestation	Shipping trailer is visibly inspected for holes, signs of droppings and infestation	NO	No evidence of infestation.	Each shipment	Outbound Checklist Corrective Action Report (if applicable)	Training Shipping Personnel	Director of safety HACCP
	C- Uncontrolled Chemicals	Visual inspection of delivery vehicle and receiving area.	NO	All chemicals must be sealed with no signs of spillage or damage at time of shipping. *We sometimes ship foodservice janitorial supplies with food ingredients based on our distribution model.	Each shipment	Outbound Checklist Corrective Action Report (if applicable)	Training Shipping Personnel	Director of safety HACCP
	C- Allergens	Visual inspection of product.	NO	Product labels must be present on all cases and/or containers.	Each shipment	Outbound Checklist Corrective Action Report (if applicable)	Training Shipping Personnel	Director of safety HACCP
S - Intentional product tampering or sabotage during shipping and transport.	Security of exterior premise - fencing and locked gate requiring appointment and clearance Observation of truck door security	Security of exterior premise - fencing and locked gate requiring appointment and clearance	NO	All shipping vehicles are operated by company employees who have been cleared to enter premises with a key card. All company drivers must pass a background check for criminal activity and driving record prior to hire.	Each shipment	Delivery Log PO and Appointment Log	Trained receiving office staff	Director of safety HACCP
		Observation of truck door security	NO	All trucks are required to be locked and/or sealed at time of shipment. Shipping personnel must observe the driver locking the cargo door.	Each shipment	Outbound Checklist Corrective Action Report (if applicable)	Training Shipping Personnel	Director of safety HACCP

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2.4.3 HAZARD ANALYSIS CRITICAL CONTROL POINTS
 Distribution of Food Ingredients, Finished Products and Chemicals

Revised 3/8/21
 Supersedes 1/11/16
 Reviewed no changes 1/15/2025


Continuous monitoring of loading areas with security camera system	NO	Loading areas are required to be monitored at all times	Continuous	Security Incident Report	Safety officer reviews security camera recording footage when required if security breach occurs or is suspected. Food Defense Team reviews all known threats	Facilities/Safety/HACCP Manager	Director of safety HACCP
Visual inspection of product.	NO	All products are inspected for tampering or damages at time of shipping.	Each shipment	Outbound Checklist Corrective Action Report (if applicable)	Open containers are rejected. Damaged materials are accepted, isolated and placed on hold.	Training Shipping Personnel	Director of safety HACCP

2.4.3 HAZARD ANALYSIS CRITICAL CONTROL POINTS
Distribution of Food Ingredients, Finished Products and Chemicals

Process Step	Hazard(s)	Preventative Controls	CCP	Control Limits	Frequency	Records	Corrective Actions	Responsibility	verification
Transport	B- Temperature abuse during shipping and transport	Monitor actual temperature of reefer unit during transport.	NO	Chilled Ingredients ≈/ <41 degrees F Frozen Ingredients ≈/ <0 degrees F	Every stop not to exceed 4 hours	Driver Route Checklist and Driver Manifest will log Temperature at every Location Corrective Action Report (if applicable)	Do not load any vehicle exceeding temperature requirements.	Trained Delivery Personnel	Director of safety HACCP
	S - Intentional product tampering or sabotage during shipping and transport.	Tampering of truck during transport stops	NO	All trucks are required to be locked and secured during transport.	Every stop	Delivery Log PO and Appointment Log	If truck is found to be unlocked or product tampering is evident, the driver not deliver goods.	Trained Delivery Personnel	Director of safety HACCP
Delivery	B- Microbiological contamination during shipping and transport	Visual inspection of product.	NO	No opened or torn containers.	Each delivery	Delivery Log	Open or damaged products are rejected and/or accepted with further inspection.	Trained Delivery Personnel	Director of safety HACCP
	B- Temperature abuse during shipping and transport	Monitor temperature of trailer at delivery.	NO	Chilled Ingredients ≈/ <41 degrees F Frozen Ingredients ≈/ <0 degrees F	Each delivery	Delivery Log	Do not load any vehicle exceeding temperature requirements.	Trained Delivery Personnel	Director of safety HACCP
	S - Intentional product tampering or sabotage during shipping and transport.	Observation of truck door security	NO	All trucks are required to be locked and/or sealed at time of delivery. Shipping personnel must observe the driver locking the cargo door.	Each delivery	Delivery Log	Truck cannot leave until sealed/locked with direct observation	Trained Delivery Personnel	Director of safety HACCP
		Visual inspection of product.	NO	All products are inspected for tampering or damages at time of shipping.	Each delivery	Delivery Log	Open or damaged products are rejected and/or accepted with further inspection.	Trained Delivery Personnel	Director of safety HACCP

2.4.3 HAZARD ANALYSIS CRITICAL CONTROL POINTS
 Distribution of Food Ingredients, Finished Products and Chemicals

Product Name	Intended For	Shelf Life	Where will it be Sold
Frozen Meats	General Public	6 Months	K12
Frozen Fish Sticks and Patties		6 Months	
Beverages		2 Years	
Ingredients(sugar,Saly,Flour)		2 Years	
Cereals		1 Year	

	GOLD STAR FOODS	SQF 2.6 Product Traceability and Crisis Management	DOCUMENT # 2.6.2
Document Title: Product Trace		Revision Date:	01/20/2025
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Prepared By: Jaime Anguiano	Approved By: Pedro Osorio		Page 1 of 4

Purpose

The purpose of this policy is to define the responsibilities and methods used to trace materials (products, raw materials and packaging) through the distribution and storage processes.

Methods and Responsibilities


Materials are traceable through to the customer (one up) and traceability is maintained through the receiving, storage and distribution processes and other inputs (one back);

Receiving

1. Each raw material and packaging material supplier is required by the purchasing contract to include suitable and understandable information on each container to facilitate a complete trace of the product, if so required.
2. During unloading and storage, the vendor's materials will be handled and maintained to preserve lot integrity.
3. The PO number for each delivery is recorded on the receiving documentation.
4. The receiving dates and PO numbers are tied to the manufacturer/distributor's lot codes shipped to our location.
5. SQL Server Reporting services software System incorporates lot traceability at the time of a PO is being received; traceability information on all items are validated and incorporated in real time so that data is instantly available to all other areas of the company; information about all items received at our dock will be updated and ready for all users.
6. Receiving clerk pre-print license plates (unique bar code labels)
7. License plates are placed on each case/skid and then scanned into the system using a RF scanner; the system will configure each license plate and will assigned a lot ID to each item
8. Once these licenses plates are scanned and processes by the system, they are ready to be put away; each plate is unique and information such as date and time received, expiration dates, code dates, lot ID, PO # will go into each license.

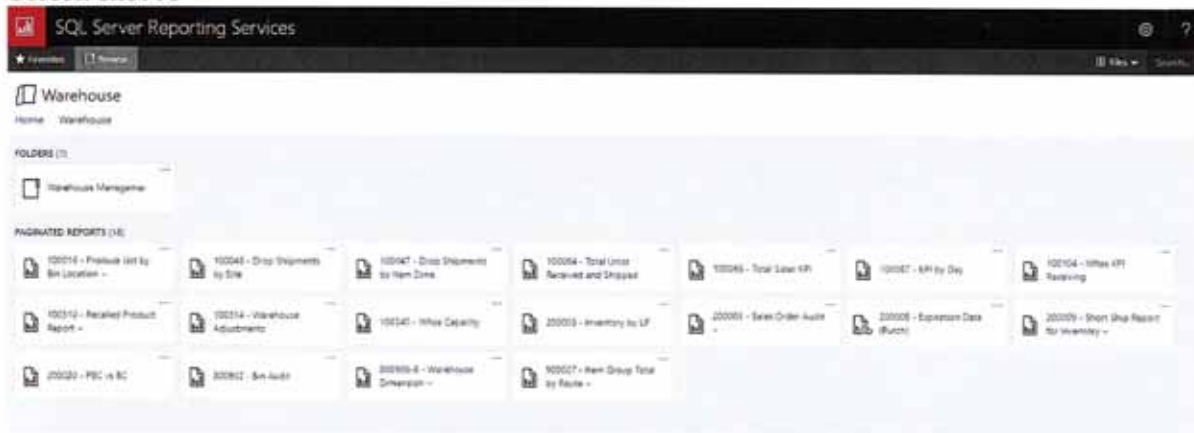
Storage and Movement

1. As a pallet moves through a dock, all the information is read automatically, and it processes all of the receipt data with 100% verification. No operator entry required
2. When a license plate has been depleted, we are still able to audit and track down Lot ID and PO's by running the Recall Product Report; located in the SQL Server Reporting Services Web Base reporting under Warehouse report number 100016-Recall Produce Report.
3. To run the report,
 - I. Open your internet web base reporting and under Warehouse look for report 100310 – Recall Product Report. (please see below screen shot A)
 - II. Double click on the report and a window will open, in the search you will find two fields, Purchase Order number and Item Number. (please see below Screen shot B)
 - III. Type in your PO number and item number and click view report.
 - IV. Once you click view report, a report will generate, and you have the option of print it out or save it into excel. (please see below screen shot C)

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- V. Report will generate the following information,
- Purchase Order Info.
 - Sales Order Info.
 - License Plate information
 - Item number
 - Item Description
 - Current bin Location
 - Initial QTY and Current QTY on hand.
 - Expiration Date
 - Product Status
 - Ship Date, QTY, and ship code
 - Bill and sell to customer ID number
 - Ship to, shipping address, shipping city, shipping county, and postal code.
 - Sell to Contact Name and Phone numbers.

Screen shot A



Screen shot B



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Screen shot C

100310 - Recalled Product Report ~

Purchase Order #: 27094
 Item #: 134227
 Report Generated: 3/18/2021 9:33 AM
 Page: 1 of 1

PO#	SO#	L#P	Item#	Item Description	Item Description 2	Current Bin Location	Initial Qty	Current Qty	Current Expiry Date	Product Status	Ship Date	Shipped Qty	Bill to Cst. #	Sell to Cst. #	Ship to Code	Bill to Name
* 27094	* 270784	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Potentially Shipped to Customer	3/5/2021	2	* 100802	* 100811		SHEETWATER UNION HIGH SD
* 27094	* 269244	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Potentially Shipped to Customer	3/5/2021	6	* 100828	* 100848		MURRIETA VALLEY USD
* 27094	* 271684	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	1	* 100828	* 100822		MURRIETA VALLEY USD
* 27094	* 2716731	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	2	* 100828	* 100828		MURRIETA VALLEY USD
* 27094	* 2716751	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	3	* 100828	* 100844		MURRIETA VALLEY USD
* 27094	* 389801	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	4	* 100828	* 100828		MURRIETA VALLEY USD
* 27094	* 3789187	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	4	* 100828	* 101047		MURRIETA VALLEY USD
* 27094	* 2722824	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	4	* 100802	* 100818		SHEETWATER UNION HIGH SD
* 27094	* 285704	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	6	* 100828	* 100832		MURRIETA VALLEY USD
* 27094	* 2718861	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	6	* 100828	* 100828		MURRIETA VALLEY USD
* 27094	* 2711027	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	6	* 100828	* 100841		MURRIETA VALLEY USD
* 27094	* 2728703	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	6	* 100802	* 100814		SHEETWATER UNION HIGH SD
* 27094	* 2721046	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	6	* 100802	* 100823		SHEETWATER UNION HIGH SD
* 27094	* 2727761	R02296828	134237	WG DOUBLE CHOCOLATE MUFFIN W	DAVES		80			Shipped to Customer	3/5/2021	6	* 100802	* 100822		SHEETWATER UNION HIGH SD

- When pulling product for order fulfillment, the materials will be delivered on a First In, First Out (FIFO) basis and lot integrity will be maintained according to the lot code on the license plate.
- The SQL Server Reporting services system identifies which license plate lot codes were pulled for specific orders and the destination.

Shipping

- The Inventory Clerk generates the invoice and route cover sheet
- The shipping department generates the manifest.
- A copy of the Customer Invoice, Manifest and Route Cover Sheet are given to the designated driver assigned to the route.
- No product(s) will be shipped from facility until all documents have been issued and product loads are matched to those documents.

Effectiveness of the product trace system shall be tested at least annually.


Responsibility

It is the responsibility of the Warehouse Managers and the Facilities/Safety/HACCP Manager to manage the trace system


Records

Records of product dispatch and destination are maintained.

- Receiving Records (BOL, invoice)
- Shipping Records (manifest, route cover sheet, invoice)

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Revision History			
Rev #	Issue Revision Date	Revised By	Reason for Revision
1	02/13/14	Richie Cabrera	New
2	08/16/14	Richie Cabrera	Update to procedure and responsibilities
3	03/16/16	Wayne Warner	Update to procedure and responsibilities
	05/06/17	Jaime Anguiano	Reviewed – No Changes
	03/16/18	Jaime Anguiano	Reviewed – No Changes
	04/29/19	Jaime Anguiano	Reviewed – No changes
	04/14/2020	Jaime Anguiano	Reviewed – No changes
4	03/16/2021	Jaime Anguiano	Updated Storage and Movement new SQL service reporting services product recall report.
	03/16/2021	Jaime Anguiano	Reviewed – No changes
	03/16/2022	Jaime Anguiano	Reviewed – No changes
	01/20/2023	Jaime Anguiano	Reviewed – No changes
5	01/20/2024	Jaime Anguiano	Reviewed policy
	01/20/2024	Jaime Anguiano	Reviewed – No Changes
	01/20/2025	Jaime Anguiano	Reviewed – no changes

	GOLD STAR FOODS	SQF 2.6 Product Traceability and Crisis Management	DOCUMENT #2.6.3
Document Title: Product Recall and Withdrawal		Revision Date:	1/15/2025
Department: ALL Departments		Revision #	12
Prepared By: Jaime Anguiano	Approved By: Pedro Osorio		Page 1 of 7


Purpose

The purpose of this program is to define Senior Management’s responsibilities and methods used to withdraw or recall product.

Responsibilities and Methods

Recall Team and Notification Tree

Sean C. Leer	CEO	(562) 508-6533	Recall Support
Karen Rosales	VP of Merchandising	(626) 428-9340	Recall Coordinator Product recall recommendation Compiles recall documentation Backup to CEO
Kristy Cariato	Purchasing Manager	(909) 657 - 4765	Recall Coordinator Product recall recommendation Compiles recall documentation Backup to VP of Merchandising
Stephanie Ewing	Chief Governmental Officer	(530) 295 - 7055	Responsible for internal recall notification to the USDA Department.
Pedro Osorio	Corporate Director, Food & Occupational Safety	(323) 496-7280	Responsible for internal recall notification Notification to SQFI and SAI Global
Jeff Regan	Director of Operations Dixon	(707) 704 - 1069	Recall support
Jaime Anguiano	Regional Manager, Food & Occupational Safety	(909) 806 - 9295	Responsible for internal recall notification Notification to SQFI and SAI Global Back up to Corporate Director, Food & Occupational Safety
Rani Romero	VP Customer Experience	(323) 490-9311	Customer notification to all locations.
Pete DiGiamBattista	Corporate SR, Director of Inventory	(909) 528 - 4800	Send out audit report to recall committee All locations
Richie Cabrera	IC Manager Ontario	(909) 268-3091	Send out audit report to recall committee Backup to IC Manager Ontario
Martin Perez	IC Supervisor Ontario	(323)392-6988	Segregation of Materials Place affected products on hold

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Octavio Salazar	VP of	(909) 437-9513	Recall support
Ed Taylor	Director of Warehouse - Ontario	(909)230-8749	Recall support
Danny Garcia	Director of Transportation – Ontario	(562)301-8541	Recall support
Chris Chambers	Warehouse Manager Missouri	(760)486-5264	Recall support Segregation of Materials Place affected products on hold
Wendy Miller	Warehouse Manager Pennsylvania	(814) 932 - 4797	Recall support Segregation of Materials Place affected products on hold
Christopher Strait	IC Pennsylvania	(814)381-4688	Segregation of Materials Place affected products on hold
Shane Shaffer	Warehouse Manager Houston	(971)353-2260	Recall support Segregation of Materials Place affected products on hold
Jesse Perryman	IC Houston	(713)595-8989	Recall support Segregation of Materials Place affected products on hold
Richard Thresher	Régional IC Manager PA, SC & VA	(860) 836-6545	Segregation of Materials Place affected products on hold
Additional Resources			
C. Scott Salmon		909) 843-9603	Responsible for providing legal counsel during recall
FDA		(866) 300-4374	Regulatory notification
USDA		(888) 674-6854	Regulatory notification
SQFI (GFSI Compliance Body)		foodcrisis@sqfi.com	
SAI Global (Certifying Body)		foodrecall@saiglobal.com	

Definitions

Class I Recall: A reasonable probability exists that use of or exposure to the product will cause serious adverse health consequences or death.

Class II Recall: The use of or exposure to the product may cause temporary or medically reversible adverse health consequences of the probability of serious adverse health consequences is remote.

Class III Recall: The use of or exposure to the product is not likely to cause adverse health consequences.

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Market Withdrawal: A firm's removal or correction of a distributed product when there is a minor violation not subject to legal action by the FDA or FSIS or when the company wishes to retrieve product from distribution

Stock Recovery: Employed in recovering product that is still under the manufacturer's direct control (on or its own premises or warehouse) from which the company can assure there will be no distribution.

RECALLS, WITHDRAWALS, & RECOVERIES

The need for a product withdrawal can originate in four ways: with a regulatory agency, with a consumer complaint, with an announcement from distribution channels or within the company's own systems. There are 4 main components to a product recall or withdrawal.

INQUIRY & COMMUNICATION

A product may be recovered or recalled at any stage in the receiving, storage and distribution processes. Additionally, it may be necessary to recall products from the affected school systems. Generally, a **Product Inquiry** would be initiated if a product does not meet the standards of safety, quality, appearance, or packaging/labeling standard established by the company. The inquiry would be preceded by an internal or external observation or complaint and documented in accordance with our Corrective Action Program and Customer Complaint Program. The Recall Coordinator will call to action the Recall Team (Executive Committee), who will meet to determine the following:

1. The seriousness of the problem
2. The extensiveness of the problem
3. The effects of the problem on the company and the public

INVESTIGATION & RECOMMENDATION


The Recall Team will identify the problem and gather facts through interviews and records in order to determine the safety and wholesomeness of the product. Once information has been gathered as to the extent of the product complaint or concern, a decision will be made whether or not to recommend recall or withdrawal of the product. The Recall Team will make a **recommendation** to recall, withdraw, or recover products. Our policy is to always pull and hold a product immediately if we are unsure about the safety or wholesomeness of the product. The information will be forwarded to the Recall Coordinator for final evaluation

PRODUCT RECALL ORDER

Once a final decision to recall the product is made, the Recall Coordinator will execute the **Product Recall Order**. The Recall Coordinator will determine the locations and products affected by the recall and issue the appropriate communication. (See recall document). The Sales Team will research any affected orders and notify any customers of the recall. The FDA, SQFI and SAI Global (Certifying Body) will be notified of all recalls due to widespread food borne illness.

RECALL STRATEGY

A Recall Strategy is developed by the Recall Team and addresses the following:

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Depth

The strategy must specify whether the recall extends to the wholesale level, the retail level or all the way to the consumer level.

Publicity

The company will develop a press release and clear it with the FDA / FSIS. Most often, the company issues the news release alerting consumers to the risk.

The FDA / FSIS issues notices or public warnings when there is a serious health hazard. This can be in the form of a press release, letter, telegram, phone call or FDA publication. The company should insist on having input into any such warning statement.

Whenever communication comes in from outside the company and a recall is in process, all communication must be directed to and through the company spokesperson. This may include questions from the news media, customers, etc. The designated company spokesperson is the only individual authorized to release information to the news media and outside sources, other than regulatory agencies in which case Technical Services or the Recall Coordinator may provide information relating to product in question.

Contact with Regulatory Agencies

The Recall Coordinator will contact the regulatory agency concerning a product recall. At least two company representatives will be present whenever a meeting is scheduled with regulatory agencies.

Effectiveness Checks

These verify that all consignees at the specified depth have been notified about the recall and have taken appropriate action.

The recall strategy will specify the method(s) of contact. Methods of contact include personal visits, telephone, letters, telegrams or a combination thereof.

The FDA then designates the specific depth level of the recall:

- Level A (All consignees to be contacted)
- Level B (specified percentage of consignees to be contacted)
- Level C (ten percent of consignees to be contacted)

RECALL PROCEDURE


Step 1

In a product recall situation, the Gold Star Foods buyer and Recall Coordinator receives notification from the manufacturer. Gold Star Foods must be informed as soon as the vendor/manufacture is aware of a recall situation, form must be submitted if you are in the category. Regardless of the severity of the recall type, Gold Star Foods will treat each situation as a Class 1 recall, which is as a mandatory product withdrawal. The vendor/manufacture is responsible of submitting a "Manufacture Product Recall Form". The appropriate Gold Star Foods buyer will complete the "Manufacture Recall Form" and inform the Recall Coordinator of the recall. The Recall Coordinator (RC) will then oversee the entire recall process.

(See attached Recall Committee Diagram and Recall Committee Contact Form)

All correspondence needs to be sent to the following email address: recall@goldstarfoods.com

Upon receiving a product recall GSF will place all payables ON HOLD until matter is resolved.

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Step 2

Once the above information is received for a product recall, the Purchasing Department will immediately inform the Recall Coordinator (RC). The RC will implement the following:

- A. Notify Inventory Control, Warehouse Supervisors, and Warehouse Managers to perform a systems and physical inventory check to see if Gold Star Foods has any of the production codes in our inventory stock. Upon confirmation of existing inventory levels, the following procedures will be implemented:
 - a. The RC will notify the Customer Service Supervisor via email. The RC will then send a broadcast e-mail message to all recipients in the Company.
 - b. The RC will notify the Inventory Control Supervisor (ICS) to verify by computer the customers that have ordered the product on recall.
 - c. The RC will inform the Customer Service Manager (CSM) of all customers that have ordered and received product.
 - d. The CSM will notify all customers that ordered and received product and inform them of the recall and all relevant information. Customer Service will provide a check list of each customer that has been contacted.
 - e. The appropriate buyer will inactivate the item number for recall product(s) in the computer system. This will **not** allow any orders to be taken for the affected products(s). Product will be isolated and placed on immediate hold at GSF.
 - f. Pick-up schedules will be made for all verified recall products with each customer.
 - g. Any recall product in the warehouse will be physically pulled out of inventory, tagged "Recalled Product", shrink wrapped and put into assigned product recall section.
 - h. The Transportation Department will be notified of the recall, and will be instructed on all scheduled pick-ups that must occur.

- B. After all recalled product has been retrieved and accounted for; the buyer will contact the Manufacturer for inventory disposition. GSF will store product 14 days maximum. In the event that the product is not retrieved from our facility we will dispose the product and seek full payment.
- C. The Manufacturer will determine if the product is to be disposed of (Certificate of Condemnation) or returned to the packer for credit.


Step 3

Once the above recall procedures have been completed, all associated documentation should be forwarded to the Recall Coordinator. All recall documentation will include the following information:

- Manufacture Recall Form
- Inventory Control Product Recall Form
- Receiving Recall Return Sheet
- Certificate of Condemnation (Disposal of Inventory) *if applicable*
- Copy of signed Bill of Lading (Ship Inventory Back) *if applicable*

In the event that 100 % of the product is not collected GSF is to:

- Inform the vendor of what schools
- Inform the Health Department

	GOLD STAR FOODS	SQF 2.6 Product Traceability and Crisis Management	DOCUMENT #2.6.3
Document Title: Product Recall and Withdrawal		Revision Date:	1/15/2025
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Step 4

In the event that your company has a category that is in current recall situation but is not affected. You must email a formal letter (recall@goldstarfoods.com) to inform GSF that your product is unaffected. The purpose of this is to advise our customer that they are safe serving product in question. Please submit the letter as soon as you are aware there is a recall situation in your category. We will expect a letter within a few hours of the public notification.

Step 5

Gold Star Foods, Inc. has incurred the following expenses in association with the recall:

- A. Product Cost: Customer Invoice Cost per case
- B. Administrative Costs: Flat fee \$350.00
- C. Transportation Costs: \$75 per stop to recover product from customer

VERIFICATION OF THE SYSTEM

1. The product withdrawal and recall system is reviewed, tested, and verified quarterly.
2. Results of the mock recall will be tabulated and communicated to the leadership team.
3. Any gaps or deficiencies are evaluated with corrective actions taken


RECORDS

Shipping/Receiving/Storage Records

(See SOP for additional requirements)

The Strategic Sourcing Manager's office maintains records of all product withdrawals and recalls.

Revision History			
<u>Rev #</u>	<u>Issue Revision Date</u>	<u>Revised By</u>	<u>Reason for Revision</u>
1	08/31/15	Pedro Osorio	New
2	02/22/16	Wayne Warner	Update to procedure and responsibilities
3	05/06/17	Jaime Anguiano	Update Martin Cell # , Removed Wayne Warner From additional Resources.
4	03/16/18	Jaime Anguiano	Added Mike Lapacka and Daniel Torres.
5	1/7/2019	Jaime Anguiano	Added Bob Miles to Transportation Manager.
6	1/8/19	Jaime Anguiano	Added Les Wong to Recall Support and Backup to CEO.
7	4/6/19	Jaime Anguiano	Added Gil Sanchez Director of Purchasing
	04/20/2020	Jaime Anguiano	Reviewed – No Changes
8	03/15/2021	Jaime Anguiano	Updated Recall team
9	6/2/2022	Mike Lapacka	Update Recall Team
10	3/15/2023	Jaime Anguiano	Updated Recall Team
11	3/15/2024	Jaime Anguiano	Updated Recall Team
12	1/15/2025	Jaime Anguiano	Update Recall Team

	GOLD STAR FOODS	SQF 2.6 Product Traceability and Crisis Management	DOCUMENT #2.6.3
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PRODUCT RECALL PROCEDURES

ALL E-MAILS PERTAINING TO A RECALL MUST BE SENT TO THE "RECALL" USERGROUP

"RECALL" usergroup: Karen Rosales, Sean Leer, Stephanie Ewing, Rani Romero, Jeff Regan, Christopher Strait, Shane Shaffer, Richard Thresher
 Matthew Jensen, Kristy Cariato, Octavio Salazar, Wendy Miller, Savannah Powers
 Pedro Osorio, Richie Cabrera, Jaime Anguiano, Martin Perez, Brianna Jamaica
 Daniel Torres, Eric Gomez, Pete DiGianBattista, Delfino Ortiz, Ruben Rivera, Danny Garcia, Ed Taylor
 Yolanda Zamudio, Jesus Zepeda, Manuel Dominguez, Robert Avery, Leslie Banks, Brianna Jamaica,

Step	Person in Charge	Back-up Person	Step by Step Procedures:	Time to complete step	Description of Action Taken	Update report
Step 1	Karen	Kristy/Leslie/ Peter	Sends Recall announcement to "Recall" Outlook usergroup with all the details Sends detailed instructions to Inventory Control Department, including code number, commitment report from South Cal and North Cal to all locations. Colorado, Oregon, Missouri, Texas, Pennsylvania & Virginia	20 minutes	E-mail MUST be followed by a Phone call to Richie Cabrera and Pedro Osorio to ensure Recall process starts right away. Whse Managers will notify whse employees and Transportation will notify drivers who might have affected product in transit Richie cell # 909-268-3091 Pedro cell #323-496-7280 RICHIE / PEDRO WILL MAKE PHONE CALL TO Dixon, Colorado, Oregon, Texas, Missouri, Pennsylvania & Virginia	
Step 2	Richie / Pete / Daniel	James/Johnny/ Martin/ Pheng/ Steven/Melinda/ Strait/Leija/Detles	1) Places product on "Q.C.HOLD" 2) Conducts internal audit	20 Minutes	Send Audit results to "Recall" Outlook Usergroup	<u>Yes</u>
Step 3	Martin / Daniel	James/Johnny/ Martin/ Pheng/ Steven/Melinda/ Strait/Leija/Detles	Will segregate and tag product on hand and use Recall Reason Code "gg" to take it out from the system	1 -2 hours	If product has already been picked, it will be removed from assembled routes	<u>Yes</u>
Step 4	Rani	Brianne/ Britini	Will notify Customers and send update to "Recall" usergroup	30 minutes	Email sent to customer followed by phone call to ensure customer is aware of the recall	<u>Yes</u>
Step 5	Richie / Daniel / Pete	Martin / Pheng	Once all product has been accounted for and the paperwork is completed, Richie will verify and fill out and sign paperwork (Product Recall Form) and send update to Recall Committee	20 minutes	Segregated product will be staged on an HOLD Area	<u>Yes</u>


Step 6	Rani	Brianne/ Britini	Contact customer and schedule product to be picked up from customer		Lisa or Savannah will send updates to Recall Team with Reason Code "99" RA #'s and pickup schedules	<u>Yes</u>
Step 7	Transportation Directors	Transportation Management	Make sure all drivers with Recall RA's are notified		Driver must notify Receiver/Driver Check-in that recalled product being returned from Customer is on the truck	No
Step 8	Receiver / Driver Check-In	Transportation Managers	Must notify Inventory Control of recalled product being returned from customers		Drivers must check-in with Supervisor to inform of product brought back -- Driver Check-In must segregate product - Supervisors must inform Inventory Control of product as it comes back	No
Step 9	Richie / Pete / Daniel	Daniel / Edwin / Martin/ Steven	Once all recalled product has been received and segregated, update report must be sent to the Karen, Kristy and Pedro		Inventory Control will validate RA's and number of cases received back from customer and send daily updates to Karen R, Kristy C. and Pedro O.	<u>Yes</u>
Step 10	Karen	Kristy / Pete	Complete and send final report		Including timeline taken to complete recall process and percentage of product recovered	<u>Yes</u>

Prepared by: Pedro Osorio 01/22/16 Revision: 05/15/2024

Verified by: Richie Cabrera _____ Date: _____ Validated by: Karen Rosales _____ Date: _____

Recall Team - Cell Numbers and E-mails

Name	Phone Numbers and Email	Location
Karen Rosales	626-428-9340 karenv@goldstarfoods.com	
Richie Cabrera	909-268-3091 richie@goldstarfoods.com	
Pedro Osorio	323-496-7280 pedro@goldstarfoods.com	
Kristy Cariato	951-741-4116 kristy@goldstarfoods.com	
Jaime Anguiano	213-364-8588 Jaimeanguiano@goldstarfoods.com	
Ed Taylor	909-230-8749 etaylor@goldstarfoods.com	Ontario
Danny Garcia	562-301-8541 dgarcia@goldstarfoods.com	
Leslie Lombardi	909-657-4780 leslielombardi@goldstarfoods.com	
Martin Perez	323-392-6988 martinp@goldstarfoods.com	
Rani Romero	323-490-9311 rani@goldstarfoods.com	
Octavio Salazar	909-437-9513 octaviosalazar@goldstarfoods.com	
Eric Gomez	707-291-7521 erick@goldstarfoods.com	Dixon
Daniel Torres	707-330-2304 DanielTorres@goldstarfoods.com	
Chris Chambers	760-486-5264 chrischambers@goldstarfoods.com	Missouri
Malinda Jackson	636-466-6481 mjackson@goldstarfoods.com	
Wendy Miller	814-932-4797 wmliller@goldstarfoods.com	Penn
Christopher Strait	814-381-4688 christopherstrait@goldstarfoods.com	Texas
Shane Shaffer	971-353-2260 shaneshaffer@goldstarfoods.com	Oregon
Isaac Cantu	909-437-6576 icantu@goldstarfoods.com	VA
Richard Thresher	(860) 836-6545 richardthresher@goldstarfoods.com	

	GOLD STAR FOODS	SQF 12.6 Storage & Transport	DOCUMENT # 12.6.1 – 12.6.5
Document Title: Receipt, Storage and Handling of Goods, Cold Storage, Freezing, and Chilling of Goods, Storage of Dry Goods, Storage of Hazardous Chemicals and Toxic Substances Used on Site, Loading, Transport, and Staging Practices		Revision Date:	1/5/2025
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Purpose

The purpose of this policy is to describe the procedures used by Gold Star Foods to properly receive, store and transport ingredients and goods to ensure the food safety and quality of our products.

Cold Storage, Freezing and Chilling of Foods

The coolers and freezers used in the facility are monitored for operational performance by:

1. Daily temperature verifications (manual observation of the wall thermometers twice daily)
2. Continuous monitoring by sensors and data loggers of 16 temperature zones within the facility (verified by daily review of the system printouts)
3. Contracted preventative maintenance of the system

Construction of the coolers and freezers are galvanized white metal that can be easily cleaned and inspected

The capacities of the coolers and freezers is sufficient for the quantities of products stored. In the case of mechanical breakdowns, materials would be moved to another cooler/freezer or offsite refrigerated/frozen storage until condition can be remedied. Temperature requirements of the chilled storage areas are as follows:

- Freezers =/<10 degrees F.
- High Risk Coolers (cheese, yogurt, etc. =<41 degrees F.
- Produce/Low Risk Coolers =/>38 degrees F. <50 degrees F Target 45 degrees F.

Condensate lines re installed so that they drain directly into the drainage system.

Coolers and freezers are equipped with temperature monitoring sensors installed in various in the chilled/frozen areas.

Loading and unloading docks are equipped with tight fitting seals to protect the product during loading and unloading.

All materials are received and stored properly to prevent cross-contamination risks.


All materials are received and stored promptly to prevent any unnecessary exposure.

Storage of Dry Ingredients, Packaging, and Shelf Stable Packaged Goods

Dry storage areas used for the storage of product ingredients, packaging, and other dry goods are located separately from the sanitation areas where water is utilized for processing and sanitation.

Pallet and storage racking is constructed of painted metal and a perimeter of 18" is maintained around walls and perimeters to enable cleaning of the floors and to prevent harborage for pests or vermin.

Forklifts used inside the storage areas are powered by electricity to prevent fumes that may affect products.

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All materials are received and stored properly to prevent cross-contamination risks.
All materials are received and stored promptly to prevent any unnecessary exposure.

Storage of Equipment and Containers

Equipment storage is located in areas away from exposed food ingredients and packaging. All food ingredients and packaging are stored in covered or sealed containers and/or packaging.

Storage of Hazardous Chemicals and Toxic Substances

The facility receives, stores and distributes chemicals as part of our school lunch commissary program. Every effort is made to store chemicals away from products/ingredients. We conduct daily inspections to ensure there is no spillage or storage issues that may affect food safety.

Chemicals used in sanitation/maintenance processes are stored in secured sanitation and/or maintenance areas away from packaging, raw materials and finished goods to prevent the potential for food contamination.

All chemicals stored used for daily sanitation are stored in covered containers and in most cases metered to control usage and ensure the proper dilution rates. Access to the chemical storage areas are restricted to sanitation and maintenance personnel trained in the proper storage and use of the chemicals.

Pesticides, rodenticides, fumigants and insecticides are not stored in the facility at all.


Packaging are not stored in areas used to store hazardous chemicals and toxic substances

Hazardous chemical and toxic substance storage facilities are:

- i. Compliant with national and local legislation and designed such that there is no cross-contamination between chemicals;
- ii. Adequately ventilated;
- iii. Identified with appropriate signage indicating the area is a hazardous storage area;
- iv. Secured and locked to restrict access only to those personnel with formal training in the handling and use of hazardous chemicals and toxic substances;
- v. Equipped with SDS manuals identifying the safe handling and hazards associated with the chemicals of hazardous
- vi. Equipped with a detailed and up-to-date inventory of all chemicals contained in the storage area;
- vii. Equipped with PPDs where applicable;
- viii. Equipped with spillage kits and cleaning equipment.

Alternative Storage and Handling of Goods

Goods may be stored in areas temporarily if emergency conditions (mechanical failure, facility re-design, etc.) exist in our regular storage areas. Temporary storage may not exceed 5 days to facilitate cleaning and to ensure

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there is no risk to the integrity of those goods. Temporary storage areas must meet the site requirements for processing and/or storage areas.

Loading, Transport and Unloading Practices

The practices applied during loading, transport and unloading of food are outlined below to prevent cross contamination.

Loading

Distribution and transport is conducted under the supervision of the facility using company-controlled trucks. The procedures for loading of goods is the same for company owned and controlled vehicles as it would be for common carriers.

Vehicles (trucks/vans/containers) used for transporting food is inspected prior to loading for the following:
Seals/ Locked

1. Trailer door should be seal/Locked tightly and be in good repair.
2. Seal number must match with Bill of Lading.
3. Record Seal number on BOL and Shipping Record.
4. Trucks Empty or Loaded must be secured with a lock to prevent cross contamination.

Cleanliness:

1. Trailer should be swept and free of spillage and other debris.
2. Carefully review loads if trailer contains signs of spillage, old product, rodents, and/or insects.

Odor:

1. A trailer or shipping container may look clean, but if it has an odor which may be chemical, pesticide, mold, sour, etc., this odor is indicative of an unsanitary condition. The odor could permeate food products.
2. Contact Supervisor if off odors is detected.


Physical Appearance:

1. If the trailer or shipping container has holes in it through to the outside, product may have been exposed to road dirt and/or weather. If the holes are in the inner walls only, check for signs of rodent and/or insect activity.
2. Contact Supervisor if trailer holes are detected.

Presence of Rodents or Insects:

1. If any evidence is found of rodent or insect activity, the load will be rejected. This includes but is not limited to living organisms, droppings, dead organisms, and fragments or pieces of an insect or rodent check for signs of rodent and /or insect activity.
2. If clean, accept.

Mixture of Contents:

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The shipment of food products needs to follow the same guidelines as the storage of food products. Products must be transported under conditions that will not result in cross contamination. Examine the shipping container for the following:

1. Uncontrolled chemicals (all chemicals must be wrapped with security wrap with no signs of leakage or damage)
2. Pesticides
3. Any odor causing freight raw perishable food products
4. Non-food products with a potential to leak or contaminate (batteries, tires, etc.)
5. If any condition exists that could result in the contamination of the food product, contact QA or your supervisor.

Loading Practices

Loading practices must minimize unnecessary exposure of product to conditions detrimental to maintaining product and package integrity. Check for the following:

1. All products are sealed/ locked and secured
2. Products are not damaged (broken, punctured, crushed, etc.)
3. Product containers are clean and free from contamination
4. Report any damage immediately

Transport

Refrigerated units must maintain the food at required temperatures and the unit's temperature settings shall be set, checked and recorded before loading and/or unloading: It is essential to keep refrigerated products cool.

1. Check the temperature of the trailer to ensure that the refrigeration unit is operating properly.
2. Hold the trailer/container if, when upon opening doors, the shipping unit is not cold for refrigerated products of freezing for frozen products, In addition to this, cooled or frozen product must be temperature tested.
3. Check the temperature of the trailer to ensure that the refrigeration unit is operating between 32 and 45F.
4. Record the temperature on the shipping inspection log.

Unloading


Vehicles (trucks/vans/containers) used for transporting food is inspected for prior to un-loading for the following:

Seals/Locked

1. Trailer door should be seal/ locked tightly and be in good repair,
2. Seal number must match with Bill of Lading.
3. Record Seal number on BOL and Shipping Record.

Cleanliness:

1. Trailer should be swept and free of spillage and other debris.
2. Carefully review loads if trailer contains signs of spillage, old product, rodents, and/or insects.

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Package integrity:

1. Any damaged packages could be indicative of rodent entry, insect activity, possible tampering, accidental tampering, etc....All of these problems may have resulted in the product being contaminated.
2. Contact Supervisor if package integrity is compromised.

Physical Inspection:

1. Product
2. Date
3. Supplier Lot
4. Our assigned Lot
5. Allergens
6. Best by dates

Load Security:

1. Trailers should be locked when arriving to facility.
2. Locks should be removed in the presence of receiving personnel.
3. Lack of a lock may indicate an increased potential of food security concerns.


If problems are found during the inspection, the receiver must immediately contact their supervisor with a report on findings. Items be placed on hold or reject for return to the vendor. The supervisor will notify the purchasing manager or warehouse manager.

Responsibility


It is the responsibility of the Director of Warehouse to manage the loading and unloading functions. It is the responsibility of the Director of Transportation to manage the transport functions

Records

Receiving Inspection Record
Shipping Inspection Record

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1	05/11/14	Pedro Osorio	New
2	08/31/15	Pedro Osorio	Update policy
3	01/11/16	Pedro Osorio	Change in procedure and documentation
4	02/25/16	Wayne Warner	Update to procedure and responsibilities
5	05/06/17	Jaime Anguiano	Updated SOP Format
	03/24/18	Jaime Anguiano	Reviewed – No Changes
	02/20/19	Jaime Anguiano	Reviewed – No Changes
	4/28/20	Mike Lapacka	Reviewed – No Changes
6	3/25/21	Jaime Anguiano	Document Title changed to reflect SQF 9 Update
	03/25/2022	Jaime Anguiano	Reviewed – No Changes
	03/25/2023	Jaime Anguiano	Reviewed – No Changes
7.	02/05/2024	Jaime Anguiano	Updated and reviewed policy.
8	1/5/2025	Jaime Anguiano	Updated and reviewed policy

	GOLD STAR FOODS	SQF 2.7 Food Defense and Food Fraud	DOCUMENT # 2.7.1
Document Title: Food Defense		Revision Date:	1/20/2025
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Purpose


The purpose of this program is to define the methods, responsibility, and criteria for preventing food adulteration caused by a deliberate act of sabotage or terrorist like incident.

Responsibilities and Methods

i. Site Security Team

Gold Star Foods has established a Security Team to assess risks and review current security practices. The Security Team meets annually or whenever a security event occurs. Operational risks are assessed using the U.S. Food and Drug Administration Food Defense Self-Assessment Tool for Food Producers, Processors, and Transporters FDA to determine potential risks on an on-going basis. The security team members and other key notifications are as follows:


NAME	POSITION	CONTACT	RESPONSIBILITIES
San C. Leer	CEO	(303) 910-7872	Senior Leader
Derrick Britton	EVP Of Operations	(714) 904 - 5634	Senior Leader Backup to CEO
Pedro Osorio	Corporate Director of Occupational Safety and Food Safety / Safety/HACCP Director	(323) 496-7280	Responsible for food defense training Ontario.
Jeff Regan	Director of Operations Dixon	(209) 607- 0369	Site Coordinator Dixon Responsible for overall site security Backup to Operation Consultant Dixon
Jaime Anguiano	Corporate Manager – Occupational and Food Safety	(909) 806 - 9295	Back up to Safety/HACCP Director Ontario.
Octavio Salazar	VP Center of Excellence	(909) 437-9513	Responsible for Overall Site Security Ontario Backup to Operation Consultant Ontario
Ed Taylor	Director of Warehouse + Ontario	(909) 230 - 8749	Responsible for security of Storage Backup to VP of Operations Ontario
Danny Garcia	Director of Transportation - Ontario	(562) 301-8451	Responsible for security of Distribution
Delfino Ortiz	Warehouse Manager	(323) 490 - 9295	Backup to Director of Transportation and Warehouse
Karen Rosales	VP Of Merchandising	(626) 428-9340	Responsible for vendor security verification
Erick Gomez	Safety / Training Manager Dixon	(707) 291-7521	Back up to Safety / Training Manager Dixon
Isaac Cantu	Warehouse Supervisor Oregon	(971)353 -2264	Site Coordinator Oregon Responsible for overall site security Backup to Operation Consultant

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Shane Shaffer	Warehouse Manager Huston	(971)353-2260	Site Coordinator Huston Responsible for overall site security Backup to Operation Consultant
Wendy Miller	Warehouse Manager Pennsylvania	(814) 932-4797	Site Coordinator Pennsylvania Responsible for overall site security Backup to Operation Consultant
Patrick Seller	Warehouse Manager Missouri	(760)486-5264	Site Coordinator Missouri Responsible for overall site security Backup to Operation Consultant
FDA		(866) 300-4374	Notify in case of a food tampering issue

ii. Facility Access to Employees, Contractors, Visitors and Authorized Personnel

- a. Access to the facility is restricted to authorized personnel only.
- b. Access to the facility is secured and monitored at all times.
- c. Access to roofs, airflow units, water supply, electrical and refrigeration is limited to authorized personnel.
- d. Employees enter the building through the authorized employee door located at the South side entrance to the building. This door is marked "Employee Entrance Only". They are accessed with pass cards.
- e. Short Term - Leased Employees assigned to work at Gold Star Foods for short periods of time, from one day to one or two weeks will be issued a temporary pass code The code is valid for the duration of their assignment.
- f. Visitors and Contractors enter the building through the front lobby door only from 8:00am-5:00pm.
- g. Visitors and Contractors to the plant are required to read and sign the Visitor Pass GMPs.
- h. Visitors and Contractors will sign in/out on the Daily Visitor's Log.
- i. The Receptionist will call the person being visited, who will arrange to have someone from the department come to the lobby and ESCORT the visitor. (EXCEPTION: Known contractors under written contract with the company who frequently visit the Company will not need to be escorted.
- j. Visitors will wear visitor badges to aid in differentiating visitors from Gold Star Foods employees.
- k. Personal visitors will be issued a visitor pass, and it will be the responsibility of the employee to escort the visitor while within the facility and to follow all rules and regulations with particular attention to restricting access to sensitive areas. Personal visitors to the plant must be approved in advance by Management
- l. Contractors entering after hours are either bonded or screened by a background check.
- m. The entrance to the front lobby and offices is locked between the hours of 5:00pm and 8:00am or whenever the lobby is not being monitored by the receptionist. The receptionist inspects the entry door in the morning for evidence of unauthorized entry. The receptionist leaving each night secures the front lobby door.

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- n. Gold Star Foods is a 24/7 operation. There is appropriate supervision of all staff-including sanitation and maintenance, contract workers, data entry and computer support staff and especially new employees.
- o. Managers are assigned a security level with access to assigned areas only. Keys are assigned and checked out to authorized individuals by the Office Manager.
- p. All spare keys are secured in a lock box controlled by the Office Manager. Building keys cannot be duplicated. All terminated managers with access to the building are required to turn their assigned keys in prior to leaving the building.
- q. Keys and/or key cards are collected prior to the departure of any terminated employees who had access to the facility.
- r. Camera cell phones and recording devices are prohibited unless issued by Gold Star Foods' Management.

iii. Employees

Gold Star Foods has developed a standard procedure for screening all potential employees. Prospective employees are screened for the following:

- a. Declared references on their employment application.
- b. I-9 Employee Eligibility Verification
- c. Background checks (fraud, criminal records, etc.)

iv. Computer Access

- a. Access to computer process control systems and critical data systems will be limited to those with appropriate clearance.
- b. Program passwords are changed immediately upon termination of any employees who had access to our systems.

v. Receiving of Goods

- a. All trucks are required to be locked or sealed if received in full load shipments at time of delivery and receiving personnel must observe the driver unlocking the cargo door.
- b. All ingredients/packaging are inspected for tampering or damages at time of receiving. Entries are made on the Receiving Truck Inspection Form in accordance with our Receiving SOP.


vi. Storage of Materials

- a. Products are stored inside the secured production areas. All partially used goods are secured in sealed bags, cases, or cartons.
- b. Warehouse access will be controlled and accessible by authorized personnel only.

vii. Work In Process

- a. Partial cases, ingredients and work in process in the fresh produce area are covered and secured when not in use.

viii. Finished Goods and Packaging Storage

	GOLD STAR FOODS	SQF 2.7 Food Defense and Food Fraud	DOCUMENT # 2.7.1
Document Title: Food Defense		Revision Date:	1/20/2025
Department: ALL Departments		Revision #	12
Prepared By: Jaime Anguiano	Approved By: Pedro Osorio		Page 4 of 5

- a. Gold Star Foods ensures all products are sealed and covered at all times to prevent product tampering.

ix. Shipping of Finished Goods

- a. All trucks are required to be locked or sealed in the case of full load shipments at time of shipping.
- b. Warehouse personnel and shipping representative sign off that the trailer has been secured prior to leaving our facility.
- c. Entries are made on the Shipping Truck Inspection Form in accordance with our Shipping SOP.

x. Hazardous Chemicals


- a. Sanitation chemicals used in the sanitation of the facility are locked and accessible only to relevant staff.
- b. All other cleaners/chemicals for distribution are in sealed containers in designated areas away from ingredients and packaging materials.
- c. Maintenance chemicals are locked and located in the maintenance area
- d. General lavatory chemicals, such as soap, are not locked up and available for personnel use.
- e. We do not receive any raw materials/packaging transported with hazardous chemicals.
- f. We do ship and receive chemicals for distribution on trucks carrying paper goods, ingredients and packaging. All trucks delivering our products are company-controlled. We inspect the truck thoroughly for proper segregation, protective coverings and no damaged materials to ensure food safety.
- g. Personnel having access to controlled chemicals are trained in their proper use and storage.

xi. Equipment

- a. Equipment will be inspected on a regular basis in accordance with our Preventative Maintenance Program.
- b. All new equipment will be inspected and accepted prior to use.
- c. No unauthorized equipment is allowed in facility.

xii. Security Training

- a. All employees are trained in our Food Defense policies and procedures at time of hire and annually thereafter. Training is validated on the Security Training Record in accordance with 2.9.1.
- b. Facility security procedures include but are not limited to emergency evacuations, a familiarity with emergency response in the community-including 24-hour contact of local, state and federal officials, and a maintained floor plan (both on and off site).
- c. All facility staff is trained to be alert for and respond to evidence of tampering with product or equipment, other unusual situations or other security breaches.
- d. Employees are trained to sight suspicious activity from visitors, contractors and fellow employees of the plant (authorized or not).

	GOLD STAR FOODS	SQF 2.7 Food Defense and Food Fraud	DOCUMENT # 2.7.1
Document Title: Food Defense		Revision Date:	1/20/2025
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- e. All suspicious activity is reported to the Operations Manager.
- f. Every occurrence is reported to a supervisor. If there is a report at any time that points to evidence of tampering, criminal or a terrorist action a 24-hour FDA emergency hotline number is required to be called. This number is 866) 300-4374


Responsibilities

All employees, managers, and staff of Gold Star Foods are responsible for food defense and the security of the facility.

Records

Food Security Meeting Notes
 Visitor Log
 FDA Bio-Terrorism Registration
 In-coming and Out-going Truck Inspection Records

Revision History			
<u>Rev #</u>	<u>Issue Revision Date</u>	<u>Revised By</u>	<u>Reason for Revision</u>
1	04/05/15	Pedro Osorio	New
2	02/24/16	Wayne Warner	Update to procedure and responsibilities
3	05/06/17	Jaime Anguiano	Removed Larry Novel and Wayne H. Warner, Added Michael Weakly GM Dixon and Joe Villarreal.
4	03/16/2018	Jaime Anguiano	Removed Joe Villarreal and Edward Macagnone, Added Tim Christoni. Erick Osorio has been removed.
5	3/23/2019	Jaime Anguiano	Removed Tim Christoni, Added Les Wong Bob Miles, Scott Bower and Jaime Anguiano. Updated Karen Rosales job tittle.
6	5/22/2020	Jaime Anguiano	Changed Tittles for Scott Bower, Pedro Osorio, Mike Weakley, & Karen Rosales
7	3/19/2021	Jaime Anguiano	Updated document Responsibilities and Methods and Facility Access.
8	12/30/2021	Jaime Anguiano	Updated document updated Site security Members for Colorado, Oregon, Huston, Penn, and Missouri
9	12/30/2022	Jaime Anguiano	Updated food defense team
10	1/20/2023	Jaime Anguiano	Updated food defense team
11	1/20/2024	Jaime Anguiano	Updated Food Defense Team.
12	1/20/2025	Jaime Anguiano	Updated Food Defense Team

	GOLD STAR FOODS	SQF 12.2 – Site Operation	DOCUMENT # 12.2.4
Document Title: Pest Prevention		Revision Date:	1/15/2025
Department: ALL Departments		Revision #	8
Prepared By: Mike Lapacka		Approved By: Pedro Osorio	Page 1 of 4

Purpose

The purpose of this plan is to define methods and responsibility for Gold Star Food’s integrated pest management system. The goal of the program is to ensure the premises, its surrounds, storage facilities, machinery and equipment is kept free of waste and accumulated debris so as not to attract pests and vermin.

Scope

The pest and vermin management program are managed as part of the SQF System. Gold Star Foods uses all available means to use effective sanitation to mitigate the presences of pests.


Targeted Pests

Rodents, Cockroaches, Crickets, Ants, Flying Insects (flies, moths) and Stored Food Pests (Indian Meal Moths, Red Flour & Grain Beetles

Methods

1. The methods used to prevent pest problems are: (see pest control logbook)
 - a. Rodents – Interior
 - i. catch traps used to intercept rodents as they enter the building
 - b. Rodents- Exterior
 - i. Secured bait stations and multiple catch blocks. Feeding activity will be monitored.
 - c. Flying Insects and Stored Food Pests
 - i. Pheromone traps Number of insects captured will be monitored monthly
 - d. Cockroaches and Crickets
 - i. Baiting, vacuuming liquid residuals, dry non-residual as required
 - e. Ants
 - i. Baits used to eliminate colonies as required

2. The methods used to eliminate pests when found are:
 - a. Rodents – Interior
 - i. Captures will be recorded by device.
 - ii. Increase of inspection during high activity periods.
 - iii. Increase of traps may be required
 - b. Rodents- Exterior
 - i. Feeding activity and captures will be recorded by device.
 - ii. Bait blocks will be used for maintenance.
 - iii. Increase of inspection during high activity periods.
 - iv. Increase of traps may be required
 - c. Flying Insects and Stored Food Pests
 - i. Number of insects captured will be monitored and recorded by device
 - ii. Identify primary source and eliminate it
 - iii. Cleaning breeding sites
 - iv. Spot applications of insecticides if required
 - d. Cockroaches and Crickets
 - i. Insect growth regulators


	GOLD STAR FOODS	SQF 12.2 – Site Operation	DOCUMENT # 12.2.4
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- e. Ants
 - v. Liquid residuals and dust for immediate relief
 - vi. Prevent entry into building
- 3. The frequency of inspections is to be checked as follows:
 - a. Rodents – Interior
 - i. Pest Control Service 1 time per week
 - b. Rodents- Exterior
 - i. Pest Control Service- 1 time per week
 - c. Flying Insects and Stored Food Pests
 - i. Pest Control Service - 1 time per week
 - d. Cockroaches
 - i. Pest Control Service – as needed
 - e. Ants
 - i. Pest Control Service – as needed
- 4. Bait stations, traps, and pest control devices are identified on a site map (see Pest Control Log)
- 5. The chemicals used for treatment are identified in the Pest Control Logbooks with their associated Safety Data Sheets (MSDS) and EPA numbers.
- 6. Records of all pest control applications are maintained and recorded in the Pest Control Logbook.
- 7. Using Pest Control Chemicals
 - 1. Pesticides are not stored on the premises.
 - 2. Pesticides are handled and applied by a licensed pest control operator.
 - 3. Pesticides are handled and applied to prevent the potential for the contamination of food and food contact surfaces.
 - 4. Only E.P.A. registered pesticides are used at the facility.
 - 5. All pesticides used at Gold Star Foods facilities are in full compliance with product labeling. Product labeling includes the product label, instructions, training materials, and any other printed material published by the manufacturer concerning the product.

Training

Staff is made aware of the following through our training program.

- a. Pesticides and bait are not stored on premises
- b. Only Steritech Pest Prevention is authorized to perform pest control treatment
- c. Staff re-positioning displaced traps or devices must wear protective gloves when handling traps/devices
- d. If a trap or pest control device is damaged, notify the Safety/HACCP Manager immediately.
- e. No animals are permitted on-site in foods handling or storage areas.

	GOLD STAR FOODS	SQF 12.2 – Site Operation	DOCUMENT # 12.2.4
Document Title: Pest Prevention		Revision Date:	1/15/2025
Department: ALL Departments		Revision #	8
Prepared By: Mike Lapacka		Approved By: Pedro Osorio	Page 3 of 4

Program Development

Gold Star Foods has designated Western Exterminator Company P.O Box 872830 Vancouver, WA 98687 for assistance in the development, implementation and maintenance of the pest and vermin management

1. Western Exterminator Company is licensed by the Oregon State Department of Agriculture
2. Western Exterminator Company uses only trained and qualified operators who are licensed by Oregon State Department of Agriculture (see Pest control Logbook for license information)
3. Western Exterminator Company uses only approved chemicals for use in food plants under EPA approval
4. The Pest Management Plan and location map is documented in our Pest Control Logbook.
5. The Pest Control operator reports to the Safety/HACCP Manager when entering the premises and after the completion of inspections or treatments; and
6. Provides a written report of their findings and the inspections and treatments applied.
7. Pest control work will be performed by designated and trained personnel utilizing current and acceptable methods as governed by product labeling, applicable laws and regulations and any Division specifications.

Disposal of Pest control Chemicals

Western Exterminator Company is responsible for the disposal of unused pest control chemicals and empty containers in accordance with regulatory requirements and ensures that:

1. Empty chemical containers are not reused;
2. Empty containers are labeled, isolated and securely stored while awaiting collection; and
3. Unused and obsolete chemicals are stored under secure conditions while waiting authorized disposal by an approved vendor.
4. Proper storage of waste feed and cleanup of external spills is essential to effective bird control.

Employee awareness of Bait Control

- Bait station map is available in the front office located in the Western Exterminator service log book
- 10 exterior Stations
- 35 Interior Stations

Personnel in contact with bait station

- If a trap or pest control device is damaged, notify the Safety/HACCP Manager immediately.
- Do not touch or open any bait stations.
- Do not touch eyes, face, or other part of the body, until properly washed.
- Identified the chemicals used for treatment in the Pest Control Logbooks with their associated Safety Data Sheets (SDS) and EPA numbers.
- In case of poisoning or chemical exposure, dial 1-800-222-1222 American Association of Poison Control Centers and speak directly to a poison control specialist. If you are experiencing an emergency, please dial 911.



GOLD STAR FOODS

SQF 12.2 – Site Operation

DOCUMENT # 12.2.4

Document Title: **Pest Prevention**

Revision Date:

1/15/2025

Department: **ALL Departments**

Revision #

8

Prepared By: **Mike Lapacka**


Approved By: **Pedro Osorio**

Page 4 of 4

Responsibilities

The Safety/HACCP Manager oversees the pest control program.

Revision History			
Rev #	Issue Revision Date	Revised By	Reason for Revision
1	08/31/15	Pedro Osorio	New
2	02/22/2016	Wayne Warner	Updated to procedures and responsibilities
	05/06/2017	Jaime Anguiano	Reviewed- No changes
	03/24/2018	Jaime Anguiano	Reviewed – No changes
3	03/09/2019	Jaime Anguiano	Updated to SQF Edition 8 from 12.2.9 to 12.2.10 Also pest Agency name change to Western Pest Prevention from Steritech Pest Prevention.
4	4/27/2020	Mike Lapacka	Changed document title to Pest Prevention
5	6/23/2020	Jaime Anguiano	Outline the methods used to make staff aware of the bait control program and measures to take when they encounter a bait station
6	3/24/2021	Mike Lapacka	Changed from 12.2.10 to 12.2.4
	3/24/2022	Jaime Anguiano	Reviewed- No changes
	03/24/2023	Jaime Anguiano	Reviewed- No changes
7	1/15/2024	Jaime Anguiano	Reviewed no changes
8	1/15/2025	Jaime Anguiano	Updated Pest control book Tech license.


	GOLD STAR FOODS	SQF 2.8 Allergen Management	DOCUMENT # 2.8.1
Document Title: Allergen Management		Revision Date:	1/25/2025
Department: ALL Departments		Revision #	8
Prepared By: Jaime Anguiano	Approved By: Pedro Osorio		Page 1 of 2

Purpose

The purpose of this plan is to define responsibility and methods used by Gold Star Foods to control allergens and to prevent sources of allergens from contaminating product.

Our allergen management program includes:

- i. A risk analysis on all raw materials, processing aids and food lubricants to identify potential allergen causing agents as part of:
 - 2.3.2.1 Incoming Supplies
 - 2.4.3 Food Safety Plan
 - 2.3.2-PSIA Product Sampling, Inspection and Analysis
 - 2.4.5 Product Recoup
- ii. A register of ingredients/products containing allergens identifying the country of manufacture
- iii. Allergens present in our facility are:
 - Seafood (frozen fish fillets, fish sticks)
 - Shellfish (chowders)
 - Peanut (peanut butter, peanut oil)
 - Wheat (bread, coatings, etc.)
 - Milk (butter, non-fat dried milk, milk chocolate)
 - Soy (fortified meat products, soy sauce)
 - Eggs (liquid eggs, hard-boiled eggs)
 - Tree Nuts (almonds, cashews, pecans)
 - Sesame (crackers, breads, bread sticks, burger buns)
- iv. A study of the hazards associated with allergens and their control is conducted as part of 2.4.3 Food Safety Plan. Allergens from all ingredients, including process aids are identified and evaluated in the HACCP ingredient hazard analysis.
- v. Instructions on how to identify, handle store and segregate raw materials containing allergen causing agents is provided to staff responsible for receiving those target raw materials. Employees receive training in these instructions upon hire and annually. Records of training are maintained.
- vi. The following provisions have been enacted to clearly identify and segregate foods that contain allergen causing agents:
 - Material/ingredient labeling must clearly identify all allergens. The material correctness is verified by the receiving department prior to unloading.
 - Ingredients/Products containing peanuts are stored in a designated area separated from non-allergen and other allergen groups.
 - Allergens stored with other allergen groups are kept separated on separate shelves and/or pallets.
 - Allergens will be stored in original containers and/or packaging. Partially opened containers containing allergens will be resealed. Containers and/or packaging are to be sealed and secured throughout the storage process.
 - Where segregation is not possible, practices will be in place to insure protection against inadvertent cross contamination
 - If an allergen is spilled or broken during storage all ingredients coming in contact with allergen ingredient will be discarded.
- vii. Products are labeled in accordance with regulatory requirements

	GOLD STAR FOODS	SQF 2.8 Allergen Management	DOCUMENT # 2.8.1
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- viii. Finished Goods and raw material labeling of those products containing allergenic ingredients are clearly identified as defined in 2.6.1 Product Identification.
- ix. Finished Goods and raw material traceability of those products containing allergenic ingredients is clearly identified as defined in 2.6.2 Product Trace

RECORDS

Supplier Approval Records

Food Safety Plan

Raw Material Specifications (maintained electronically in the central database)

RESPONSIBILITY

The system is managed by the Safety/HACCP Manager in coordination with the Strategic Sourcing Manager

Revision History			
<u>Rev #</u>	<u>Issue Revision Date</u>	<u>Revised By</u>	<u>Reason for Revision</u>
1	02/24/16	Wayne Warner	New
2	03/18/16	Wayne Warner	Amend procedure for storage of allergens
3	04/19/16	Wayne Warner	Added list of facility allergens
	05/06/17	Jaime Anguiano	Reviewed – No changes
	03/20/18	Jaime Anguiano	Reviewed – No changes
	03/22/19	Jaime Anguiano	Reviewed – No changes
4	04/20/2020	Jaime Anguiano	Change Document # from 2.8.2 to 2.8.1
5	03/19/2021	Jaime Anguiano	Updated document Allergen Management includes
	12/17/2021	Jaime Anguiano	Reviewed – No Changes
6	3/15/2023	Jaime Anguiano	Updated allergen list
7	1/25/2024	Jaime Anguiano	Reviewed – No Changes
8	1/25/2025	Jaime Anguiano	Reviewed no changes

OXNARD UNION HIGH SCHOOL DISTRICT - Attachment A

RFP No. #703 Produce

Proposal Worksheet

Signature of Proposer:

Instructions: Indicate Delivered Cost per case in yellow highlighted columns for each item or group. Indicate whether item meets Buy American Provision in marked columns.

Manufacturer	Category	Item Description	Manufacturer Code	Pack	Estimated Quantity	Meets Buy American Provision?	Delivered Cost Per Case
Fresh Produce	Produce	APPLES FANCY RED/GREEN NO STKR	136000	125CT	75	YES	\$24.45
Fresh Produce	Produce	APPLES RED SL 100/2OZ	130101	100/2OZ	8000	YES	\$24.48
Fresh Produce	Produce	APPLES GREEN SL 100/2OZ	130102	100/2OZ	2000	YES	\$25.48
Fresh Produce	Produce	APPLES GALA 138-150CT	820000	40LB	500	YES	\$24.45
Fresh Produce	Produce	APPLES FUJI 138-150CT	820005	40LB	100	YES	\$24.45
Fresh Produce	Produce	APPLES FUJI 163-175 CT	820007	40LB	140	YES	\$24.45
Fresh Produce	Produce	APPLES GRANNY SMITH 138-150CT	820011	40LB	300	YES	\$24.45
Fresh Produce	Produce	APPLES PINK LADY 138-150CT	820015	40LB	300	YES	\$24.45
Fresh Produce	Produce	APPLES RED DELICIOUS 138-150CT	820017	40LB	120	YES	\$24.45
Fresh Produce	Produce	APPLES GOLDEN DELICS 138-150CT	820253	40LB	14	YES	\$24.45
Fresh Produce	Produce	APPLES FANCY GRANNY SMTH 125CT	822511	125CT	15	YES	\$24.45
Fresh Produce	Produce	APPLES FANCY GALA 125CT	822520	125CT	50	YES	\$24.45
Fresh Produce	Produce	APPLES FANCY RED/GREEN 125SZ	136000	125CT	100	YES	\$24.45
Fresh Produce	Produce	ASPARAGUS STANDARD SZ NO ICE	820274	12 BUNCH	10	YES	\$40.64
Fresh Produce	Produce	AVOCADOS WHOLE BREAKER 40CT	820023	40CT	10	YES	\$83.00
Fresh Produce	Produce	BANANAS PETITE GREEN TIP	820061	40LB	1800	YES	\$20.00
Fresh Produce	Produce	BANANAS PETITE GREEN	820272	40LB/150CT	400	YES	\$20.00
Fresh Produce	Produce	BASIL 3 CT BUNCHES	820275	4/3PK CS	60	YES	\$3.88
Fresh Produce	Produce	BEETS SLICED 5#	820743	5LB	10	YES	\$20.00
Fresh Produce	Produce	BLUEBERRIES	823272	20LB	10	YES	\$49.95
Fresh Produce	Produce	BROC HEAD WRPD 14CT/20# NO ICE	820076	14CT	120	YES	\$24.95
Fresh Produce	Produce	BROCCOLI FLORETS 3# BG	822330CS	3LB BAG	300	YES	\$6.19
Fresh Produce	Produce	BROCCOLI SLAW 5#	820592BG	5LB	100	YES	\$7.63
Fresh Produce	Produce	CABBAGE GREEN EA	820078EA	1EA	60	YES	\$3.09
Fresh Produce	Produce	CABBAGE GREEN SHREDDED 5#	820146BG	5LB	50	YES	\$3.95
Fresh Produce	Produce	CANTALOUPE 12-15CT	820038	12-15CT	500	YES	\$19.45
Fresh Produce	Produce	CANTALOUPE CHUNKS 4/2.5#	820200	4/2.5LB	5	YES	\$23.26
Fresh Produce	Produce	CARROT JUMBO	820083	25LB	10	YES	\$13.00
Fresh Produce	Produce	CARROT 3"- 4" STICKS 5#	820579BG	5LB	120	YES	\$6.48
Fresh Produce	Produce	CARROT SHREDDED 5#	820154BG	5LB	200	YES	\$4.20
Fresh Produce	Produce	CARROT BABY WHOLE SLIM 5#	820156BG	5LB	20	YES	\$4.44
Fresh Produce	Produce	CARROT/CELERY COMBO 50/2OZ	820158	50/2OZ	60	YES	\$17.19
Fresh Produce	Produce	CARROT BABY IW 100/3OZ	820188	100/3OZ	2800	YES	\$21.00
Fresh Produce	Produce	CARROT STICKS 50/3OZ	821193	50/3OZ	50	YES	\$22.50
Fresh Produce	Produce	CAULIFLOWER 12CT WRAPPED	820084	12CT	10	YES	\$29.94
Fresh Produce	Produce	CELERY STICKS PK 50/3OZ	475	50/3OZ	25	YES	\$20.25
Fresh Produce	Produce	CELERY STICKS 50/2 OZ	800590	50/2OZ	100	YES	\$15.95
Fresh Produce	Produce	CELERY STALKS BULK 30CT NO ICE	820086	30CT	100	YES	\$24.02
Fresh Produce	Produce	CELERY STICKS IW 50/2.3OZ	0529-101607	50/2.3OZ	15	YES	\$18.95
Fresh Produce	Produce	CELERY STALKS 2CT NO ICE	820086	15/2CT CS	500	YES	\$3.45
Fresh Produce	Produce	CILANTRO 3CT BUNCH NO ICE	820090-10/3CT CS	1/3CT	325	YES	\$3.99
Fresh Produce	Produce	CUCUMBERS SUPER SELECT	820092	36CT	100	YES	\$19.25
Fresh Produce	Produce	FAJITA VEGETABLE MIX 5#	820197BG	5LB	50	YES	\$10.90
Fresh Produce	Produce	FFVP CUCUMBERS 26# US CA AZ MX	820092	36CT	600	YES	\$19.50
Fresh Produce	Produce	CUCUMBERS SUPER SELECT 6EA	820092	6/6CT CS	100	YES	\$10.95
Fresh Produce	Produce	CUCUMBER PERSIAN 22#	822487	22LB	10	YES	\$28.50
Fresh Produce	Produce	GARLIC WHOLE BULB	820536EA	1EA	160	YES	\$1.63
Fresh Produce	Produce	GRAPES RED SEEDLESS 18-20LB	820029	20LB	60	YES	\$25.35
Fresh Produce	Produce	GRAPES GREEN SEEDLESS 18-20LB	820031	20LB	20	YES	\$26.25
Fresh Produce	Produce	GRAPES RED CLUSTERS 150CT	820033	150CT	10	YES	\$27.45
Fresh Produce	Produce	HONEYDEW 5-6CT	820040	5-6CT	700	YES	\$17.60
Fresh Produce	Produce	HONEYDEW CHUNK 5#	822505	1/5LB TR	10	YES	\$13.25
Fresh Produce	Produce	JALAPENOS DICED 5#	820609BG	5LB	25	YES	\$13.00
Fresh Produce	Produce	JALAPENO SLICED 5#	821004	1/5LB	40	YES	\$11.30

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

33. 24/25-2141 - PURCHASE AGREEMENT WITH DRIFTWOOD DAIRY

RECOMMENDATION

The Board of Education is requested to approve a purchase agreement with Driftwood Dairy to provide milk, eggs, and cheese products for our student nutrition program.

Rationale:

Approval of this agreement will allow the Food Services department to purchase dairy products from Driftwood Dairy to provide healthy meals to our students.

Background:

Driftwood Dairy has been the District's dairy provider since the 2011-2012 school year. The company provides great customer service and high quality products at comparable prices. The District would like to continue to use this vendor for the 2025-2026 school year.

Budget Implication (\$ Amount):

The Food Service Department purchased approximately \$250,000.00 worth of goods from Driftwood Dairy during the 2024-25 school year, and anticipates 2025-26 school year budget needs will be \$275,000.00.

Legal References:

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

Additional Information:

A copy of the piggyback letter is attached.

ATTACHMENTS

[Driftwood-Monrovia Unified-Ventura Piggyback 2025-26_6-25-25.pdf](#)



March 19th, 2025

Kenneth Singleton
Director of Food Services
Monrovia Unified School District
325 East Huntington Drive
Monrovia, CA 91016

Dear Kenneth,

Driftwood Dairy agrees to allow the Monrovia Unified School District to piggyback on the Ventura Unified School District "RFP-FNS2-24 Dairy Products" for the 2025-2026 school year.

Please confirm by signing below and return to my office via fax, e-mail, or mail.

I would like to thank you and your staff for being such excellent customers. We look forward to continuing our excellent relationship!

Sincerely,

Gregory J. Tortell
School Sales Manager

I agree to piggyback on Ventura Unified School District "RFP-FNS2-24 Dairy Products" for the 2025-2026 school year.

Signature
Paula Hart Rodas

Name

Superintendent

Title
6-25-25

Date

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

34. 24/25-2142 - PURCHASE AGREEMENT WITH SOUTHERN CALIFORNIA PIZZA (PIZZA HUT)

RECOMMENDATION

The Board of Education is requested to approve a piggyback purchase agreement with SO. CAL Pizza (Pizza Hut) to provide A+ Pizza for our student nutrition program.

Rationale:

The approval of this agreement will allow the Food Service Department to purchase Pizza Hut's A+ Pizza to provide exciting and healthy Hunger-Free Kids Act of 2010 (HHFKA-2010) compliant meals to our secondary school students.

Background:

Pizza Hut A+ Pizza will supplement the District's food supply chain integrity with HHFKA-2010 compliant entrees. The company provides great customer service and high-quality products at very competitive prices. The Food Service Department purchased approximately \$51,000 of goods from Pizza Hut pizza during the 2024-25 school year. The advent of Universal Free School Meals for all California Students being signed into law by Governor Gavin Newsom significantly increased our daily meal participation.

Budget Implication (\$ Amount):

The anticipated 2025-26 school year budget needs for this vendor will be \$65,000.

Legal References:

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

Additional Information:

A copy of the proposed agreement is attached.

ATTACHMENTS

[Monrovia 2025 pizza hut \(a\) 6-25-25.pdf](#)



Southern California Pizza Company

770 The City Dr South #8000

Orange, CA. 92868

Ph. (951) 284-7400

June 10, 2025

Monrovia Unified School District
325 E Huntington Dr, Monrovia, CA 91016

Dear Monrovia USD,

As we transition into a new school year, we are delighted to extend our partnership with your school district for the 2025-2026 school year. Pizza Hut's perfected pizza recipe continues to abide by the NSLP guidelines. Our pizzas will consist of whole grain dough, low moisture cheese, and low sodium pepperoni.

As stated in our proposal, Southern California Pizza Co., LLC remains committed to extending our support to the students and staff within your district by providing our school lunch program for pick up orders only.

14 inch 8-Cut NSLP cheese or pepperoni pizza for \$7.90 each.

14 inch 8-Cut NSLP veggie pizza for \$8.54 each.

Please see attached Pricing information for other types.

This pricing will remain in effect from July 1, 2025 - June 30, 2026.

Payment Terms

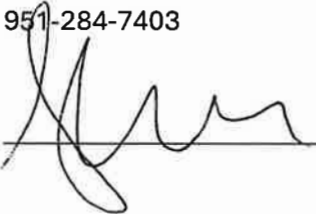
Payment terms are net thirty (30) days from the invoice date. The undersigned hereby agrees to pay all invoices within these terms. In the event of any default, Southern California Pizza Company will have the right to discontinue service and send the case to legal collections at which time the undersigned will agree to pay all reasonable attorney's fees and costs of collection to the extent permitted by law.

Remittance

Payments will be made to Southern California Pizza Company and sent to 770 The City Drive South, Suite 8000, Orange, CA 92868. Any questions or concerns regarding billing can be directed to our internal AR/AP team: ***Phebe Lewis*** (951-284-7400) plewis@awrg.org

Sincerely,

Gene Erdman
CEO
951-284-7403

 Date: 6/10/2025

Paula Hart Rodas, Superintendent
6-25-25



Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

35. 24/25-2143 - YEAR-END APPROPRIATION TRANSFERS

RECOMMENDATION

The Board of Education is requested to authorize the Los Angeles County Office of Education (LACOE) to make appropriation transfers as necessary at the close of the school year to permit payment of obligations of the district incurred during the 2024-25 fiscal year.

Rationale:

LACOE requires the Board of Education to approve the attached "Authorization to Make Appropriation Transfers" form to comply with the provisions of Education Code Section 42601.

Background:

To pay the obligations of the district, the Board approved appropriation budget must be sufficient at the major object level in each fund. A school district may authorize the county superintendent to make appropriation budget transfers between major objects of expenditure, from unappropriated fund balances, from committed fund balances, or from assigned fund balances as necessary at the end of the school year to permit the payment of obligations of the district incurred during that school year. Approval of the "Authorization to Make Appropriation Transfers" allows the Los Angeles County Office of Education to make any necessary appropriation transfers when we close the books between July 01, 2025, and through the end of August 2025.

Budget Implication (\$ Amount):

No additional costs.

Legal References:

Education Code Section 42601 - "At the close of any school year, a school district may, with the approval of the governing board, identify and request the county superintendent of schools to make transfers...as necessary to permit the payment of obligations of the district incurred during that school year."

Additional Information:

The Authorization to Make Appropriation Transfers form is attached.

ATTACHMENTS

[BAI 2143 Yearend Appropriation Transfers 6-25-25 \(clerk\).pdf](#)

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

36. 24/25-3094 - PERSONNEL ASSIGNMENTS

RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #18.

Rationale:

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

Background:

Budget Implication (\$ Amount):

Legal References:

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

Additional Information:

A copy of the report is attached.

ATTACHMENTS

[BRD REPORT 20250625 Classified - Report 18.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #18

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	# Luis	Garcia	Custodian	Clifton	Employ	\$3597.47/mo	21	2	8 hr./d.; 12 mo./yr.	6/2/2025	000667	G 00000.0	100%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
2	# Luis	Garcia	Substitute Custodian	District-wide	Employ: To substitute as needed during the 2024-25 school year.	\$20.76/hr.	21	2	NTE: 4 hours per day.	6/2/25-6/30/25	000137	G 00000.0	100%
3	# Kareem	Lara	Substitute Custodian	District-wide	Employ: To substitute as needed during the 2024-25 school year.	\$19.77/hr.	21	1	NTE: 8 hours per day.	5/22/25-6/30/25	000137	G 00000.0	100%
4	# Brigitte	Lugo	Secretary Extra Hours	Student Support Services	Employ: Photography duties at the MCAS Graduation/Promotion Ceremony.	\$23.47/hr.	24	3	NTE: 2 hours total.	5/29/2025	003272	G 00000.0	100%
5	# Lena	Mireles	Substitute Clerical Assistant II	Human Resources	Employ: To substitute as needed during the 2024-25 school year.	\$18.81/hr.	19	1	NTE: 8 hours per day.	6/2/25-6/30/25	004712	G 00000.0 G 00000.0	50% 50%
6	# Tamara	Morrison	School Office Manager Extra Hours	Mayflower	Employ: Parent engagement and support - to assist parents with student registration.	\$28.54/hr.	26	6	NTE: 20 hours total.	6/16/25-6/30/25	004725	C 30100.0	100%
7	# Claudia	Ruiz	Substitute Clerical Assistant II	Human Resources	Employ: To substitute as needed during the 2024-25 school year.	\$19.75/hr.	19	2	NTE: 8 hours per day.	6/2/25-6/30/25	004712	G 00000.0 G 00000.0	50% 50%
8	# Charles	Wolf	Substitute Warehouse Operator/ Delivery Driver	Warehouse	Employ: To substitute as needed during the 2024-25 school year.	\$26.51/hr.	23	6	NTE: 3.75 hours per day.	6/2/25-6/6/25	004120	G 00000.0	100%

C. Leaves of Absence

	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

D. Separations

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
9	Felipe	Campos	Behavior Intervention Specialist	PPS	Voluntary resignation.	\$7,432.48/mo	26-S	1	8 hr./d.; 12 mo./yr.	7/18/2025	002356	C 65000.0	100%
10	# Ana	Felix	Food Service Worker	Monroe	Approve: 39 month reemployment list due to exhaustion of benefits.	\$20.21/hr.	12	6	3 hr./d.; 9 mo./yr.	6/5/2025	000927	C 53100.0	100%
11	# Kelsey	Valdez	Instructional Aide-Elementary Intervention	Wild Rose	Voluntary resignation.	\$2,326.56/mo	15	2	6. hr./d.; 9 mo./yr.	6/4/2025	004496	C 07102.0 C 07102.0	50% 50%

E. Changes of Status

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
12	# Tamara	Morrison	Senior Secretary	MHS	Promotion; transfer from Mayflower.	\$5327.77/mo	29	6	8 hr./d.; 11 mo./yr.	6/24/2025	002356	C 65000.0	100%
13	# Esther	Nuno	Administrative Secretary	Technology	Promotion; transfer from Monrovia High School.	\$5740.84/mo	34	5	8 hr./d.; 12 mo./yr.	6/24/2025	000882	C 07106.0 G 00000.0	10% 90%
14	# Mariela	Samano	Clerical Assistant III	Human Resources	Ltd. Term assignment - during the summer break period to provide additional coverage.	\$4065.36/mo	22	4	8 hr./d.; 12 mo./yr.	6/5/2025-7/27/25	004715	G 00000.0 G 00000.0	50% 50%
15	# Spenser	Santos	Instructional Assistant - Behavior	Monroe	Transfer from Santa Fe due to student need.	\$3572.85/mo	20	6	6.7 hr./d.; 9 mo./yr.	5/23/2025	003626	C 65000.0	100%

F. Other

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
16	# Mason	Tyler	Classified Stipend	MHS	Approve stipend: Stage Technician	\$1,012.50 stipend paid over 1 month.	5/1/25-5/31/25	000206	C 00701.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

37. 24/25-3095 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

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

Rationale:

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

Background:

Budget Implication (\$ Amount):

Legal References:

Additional Information:

ATTACHMENTS

[T&C 06252025.pdf](#)



Agenda Item 24/25 - 3095

TRAVEL AND CONFERENCE

NAME	Cost	Dates	Conference Title	Location	Fund	Resource	Project Year	Goal	Function	Object	Location
ADMINISTRATION											
Gero, Greg	\$11,772.00	07/18/2025-06/20/2026	CBO Coaching	Woodland, CA	1	0	0	0	72001	5220	6010040
Gero, Greg	\$2,344.00	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012
Hart Rodas, Paula	\$638.00	10/29/2025-10/30/2025	Equity and Wellbeing	Long Beach, CA	1	0	0	0	71500	5220	6010012
Hart Rodas, Paula	\$2,324.42	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012
Landesfeind, Vanessa	\$2,324.42	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012
Landesfeind, Vanessa	\$269.00	11/17/2025	Education Law Conference	Cerritos, CA	1	0	0	0	74001	5220	6010030
Leone, Ashley	\$1,362.46	7/14/2025 - 7/15/2025	STW Programs	La Jolla, CA	1	0	0	0	21500	5220	306000
CLASSIFIED											
Beserra, Liana	\$2,601.24	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012
BOARD MEMBERS											
Gomez Tagle, Daniel	\$2,378.44	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012
Hammond, Rob	\$2,378.44	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012
Ocon, Michael	\$2,378.44	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012
Lockerbie, Selene	\$2,508.44	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012
Travanti, Maritza	\$2,378.44	12/2/2025 - 12/5/2025	CSBA Annual Conference	Sacramento, CA	1	0	0	0	71500	5220	6010012

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

38. 24/25-3096 - BOARD POLICY 4040, EMPLOYEE USE OF TECHNOLOGY

RECOMMENDATION

The Board of Education is requested to approve Board Policy 4040, Employee Use of Technology as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Human Resources has begun conducting a review of the department's Board Policies and Administrative Regulations. The current Board Policy does not reflect any updates.

Background:

School districts receive regular policy updates from the California School Boards Association, which are compared to existing policies to determine the extent of modification needed. This Board policy was presented to the Board June 11, 2025, for review.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

ATTACHMENTS

[BP 4040 Employee Use of Technology.pdf](#)

EMPLOYEE USE OF TECHNOLOGY

The Governing Board recognizes that technological resources enhance employee performance by offering effective tools to assist in providing a quality instructional program; facilitating communications with parents/guardians, students, and the community; supporting district and school operations; and improving access to and exchange of information. The Board expects all employees to learn to use the available technological resources that will assist them in the performance of their job responsibilities. As needed, employees shall receive professional development in the appropriate use of these resources.

Employees shall be responsible for the appropriate use of technology and shall use district technology primarily for purposes related to their employment. Such use is a privilege that may be revoked at any time.

District technology includes, but is not limited to, computer hardware, software, or software as a service provided or paid for by the district, whether accessed on or off site or through district-owned or personally owned equipment or devices, including tablets and laptops; computer servers, wireless access points (routers), and wireless computer networking technology (wi-fi); the Internet; email; applications (apps), including artificial intelligence (AI) apps; telephones, cellular or mobile telephones, smartphones, smart devices, and wearable technology; or any wireless communication device, including radios.

Employees shall review the prohibited and permitted uses of technology as specified in Board Policy 5131.9 - Academic Honesty, be responsible for the appropriate use of technology, and use district technology primarily for purposes related to their employment consistent with board policies and administrative regulations.

An employee may use technology, including AI apps, to assist the employee in the performance of the employee's professional duties, including, but not limited to, the following specific tasks: developing syllabi, creating curriculum, reviewing student work, suggesting instructional strategies, and researching academic content or instructional techniques. Any employee using technology, including AI, shall review and be responsible for any final product or document; not share confidential student records with a third party, such as an AI app, except as permitted by law; and use the technology in accordance with Board Policy 6162.6 - Use of Copyrighted Materials, and in a manner otherwise consistent with law, board policies, and administrative regulations. If an employee is unsure about the appropriate use of technology, the employee shall confer with the Superintendent or designee before using.

As determined by the Superintendent or designee, employees shall receive professional development in the appropriate use of these resources, including in the use of AI apps.

The Superintendent or designee shall establish an Acceptable Use Agreement which outlines employee obligations and responsibilities related to the use of district technology, including the use of AI apps. Upon employment and whenever significant changes are made to the district's Acceptable Use of Agreement, employees shall be required to acknowledge in writing that they have read and agreed to the Acceptable Use Agreement.

Employees shall not use district technology to access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, sexually explicit, or unethical or that promotes any activity prohibited by law, Board policy, or administrative regulations.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual or audio depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by Technology Services staff to enable access for bona fide research, testing, maintenance, or any other lawful purpose. (20 USC 7131; 47 USC 254)

The Superintendent or designee shall annually notify employees in writing that they have no reasonable expectation of privacy in the use of any equipment or other technological resources provided by or maintained by the district, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, even when provided their own password. The District's technological resources may not be used for purposes other than District business and curriculum. Personal use, other than minor incidental use, is prohibited. Violations of district policy related to appropriate technology use shall be subject to disciplinary action, up to and including dismissal. To ensure proper use of the district's technological resources, the Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent and for any reason allowed by law.

In addition, employees shall be notified that records maintained on any personal device or messages sent or received on a personal device that is being used to conduct district business may be subject to disclosure, pursuant to a subpoena or other lawful request.

Employees shall report any security problem or misuse of district technology to the Superintendent or designee.

When employees choose to use personal electronic communication devices for the purpose of communication with students, communication shall be limited to official school business or activities. All communication with students is not private. Therefore, employees shall limit such communication to school business or school activities.

Inappropriate use of district technology may result in a cancellation of the employee's user privileges, disciplinary action, and/or legal action in accordance with the law, Board policy, and administrative regulation. Violation of district policy shall be subject to discipline, up to and including dismissal.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all employees who use the district's technological resources. Employees shall acknowledge in writing that they have read and understood these policies, regulations, and guidelines.

Revised: June 25, 2025

Adopted: June 14, 2023

(Replaces: BP 6162.7 Use of Technology in Instruction)

(Revised: September 22, 2010)

(Revised: March 26, 2008)

(Reviewed: May 9, 2007)

(Adopted: July 2, 2002)

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

39. 24/25-3097 - BOARD POLICY 4151, 4251, and 4351 EMPLOYEE COMPENSATION

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 4151, 4251 and 4351, Employee Compensation, as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Human Resources has begun conducting a review of the department's Board Policies and Administrative Regulations.

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 policy contains revisions as recommended by CSBA for Board Policies and Administrative Regulations, 4151, 4251 and 4351, Employee Compensation. This Board policy was presented to the Board June 11, 2025, for review.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

ATTACHMENTS

[BP 4151,4251 AND 4351 Employee Compensation.pdf](#)

EMPLOYEE COMPENSATION

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package that includes salaries and health and welfare benefits.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory administrative personnel that comply with law and applicable collective bargaining agreements. (Education Code 45022, 45160, 45162, 45268)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

The salary schedules adopted by the Board shall be printed and made available for review at the district office. (Education Code 45023)

Wage Overpayment

If the district determines an employee has been overpaid, the district shall notify the employee in writing of the overpayment, afford the employee an opportunity to respond before commencing any recoupment actions, and inform the employee of the employee's rights to dispute the existence or amount of the claimed overpayment. If the employee agrees there was an overpayment in the claimed amount, reimbursement shall be made to the district through one of the methods described in Education Code 44042.5, as mutually agreed upon by the employee and the district. (Education Code 44042.5)

If a mutual agreement on a method of reimbursement is not reached, within 30 days of the employee verifying the overpayment amount, the district shall recoup the overpayment through payroll deductions in accordance with Education Code 44042.5.

If the employee does not respond or disputes the existence or amount of the district's claimed overpayment, the district may only recover the overpayment after pursuing appropriate legal action. (Education Code 44042.5)

If the employee separates from the district before the overpayment is fully repaid, the district shall withhold the remaining balance due from any money owed to the employee upon separation, provided that the state minimum wage is still paid to the employee as required by Education Code 44042.5. The Superintendent or designee may consult with legal counsel to calculate the amount to withhold.

If an outstanding overpayment balance still remains, the district may exercise any legal means to recover the remaining amount owed by the employee. (Education Code 44042.5)

Legal action to recover any overpayment under this policy shall be initiated within three years from the date of the overpayment, which for leave credits is the date that the

employee receives compensation in exchange for leave erroneously credited to the employee. (Education Code 44042.5)

Proposed: June 25, 2025

Adopted: August 22, 2007

(Replaces: BP 4141 Salary Schedule for Certificated Employees)

(Amended: December 1978)

(Adopted: August 1967)

(Replaces: AR 4141(a) Salary Schedule for Certificated Employees)

(Adopted: December 1978)

(Replaces: BP 4141.1 Administrators' Salaries)

(Amended: December 1979)

(Adopted: June 1973)

(Replaces: AR 4141.1(a) Administrators' Salaries)

(Adopted: December 1979)

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

40. 24/25-3098 - BOARD POLICY 4158, 4258, 4358 EMPLOYEE SECURITY, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to approve Board Policy 4158, 4258, 4358, Employee Security, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

Rationale:

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

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 policy contains revisions as recommended by CSBA for Board Policies and Administrative Regulations 4158, 4258, and 4358, Employee Security. This Board policy was presented to the Board June 11, 2025, for review.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

ATTACHMENTS

[BP 4158,4258, and 4358 Employee Security.pdf](#)

EMPLOYEE SECURITY

The Governing Board desires to provide a safe, and orderly working environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing them with the necessary assistance and support when emergency situations occur.

Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with Administrative Regulation 3515.2 - Disruptions.

Any employee against whom harassment violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order (TRO) on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Additionally, a collective bargaining representative may seek a TRO on behalf of a district employee against whom harassment, violence, or credible threat of violence has been directed in the workplace, if the collective bargaining representative serves that employee in employment or labor matters at the employee's workplace. (Code of Civil Procedure 527.8)

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with Government Code 12945.8 and the accompanying administrative regulation to protect the employee's safety while at work.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Superintendent or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

In accordance with law, the Superintendent or designee shall inform teachers, administrators, and/or counselors of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray

Employees may not carry or possess pepper spray on school property or at school activities except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with Board policy, administrative regulation, and Penal Code 22810.

Any employee authorized to carry or possess pepper spray on school property who is negligent or careless in the possession or handling of pepper spray is acting outside of the scope of employment and shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on district property or at a district related or school-sponsored activity.

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on district property or at a district related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, or supervisor who shall take appropriate action
3. Immediately call 911 and the principal or supervisor

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Proposed: June 25, 2025
Adopted: August 22, 2007

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

41. 24/25-3099 - AFFILIATION AGREEMENT RENEWAL BETWEEN BIOLA UNIVERSITY AND MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to renew the School Affiliation Agreement with Biola University, which will enable the District to train student teachers, student speech-language pathologists, and student occupational therapists.

Rationale:

Board approval of this agreement will allow Monrovia Unified School District to participate in the training of future teachers, speech pathologists and occupational therapists.

Background:

Biola's School of Education offers a variety of programs for aspiring teachers, educators, and curriculum creators – both at the undergraduate and graduate level. Biola offers a wide range of special education programs at the graduate and undergraduate level that prepares graduates to work with students who have mild to moderate learning, emotional, and intellectual disabilities.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the proposed agreement is attached.

ATTACHMENTS

[Biola 2025 Affiliation Agreement.pdf](#)

**BIOLA UNIVERSITY, SCHOOL OF EDUCATION
AFFILIATION AGREEMENT**

This Affiliation Agreement (“Agreement”) is made and entered into this **June 25, 2025** by and between BIOLA UNIVERSITY, INC. (hereinafter called “BIOLA”) and **MONROVIA UNIFIED SCHOOL DISTRICT** (hereinafter called “DISTRICT/ORGANIZATION”).

RECITALS

1. BIOLA has been accredited by the California Commission on Teacher Credentialing to offer: (a) coursework and Student Teaching that can be applied towards Multiple Subject, Single Subject, Education Specialist Instruction (Mild to Moderate Support Needs), and (PK-3 Early Childhood Education Specialist Instruction teaching credential requirements; (b) coursework and practicum that meets clinical requirements for the Levels I-V of the Child Development permits; (c) an ASHA-approved Master of Science degree in Speech Language Pathology with an embedded CTC-approved Speech Language Pathology credential; (d) a program leading to the Education Specialist Instruction Intern credential in the area of Mild/Moderate; (e) a program leading to the Multiple Subject and Single Subject Intern credential; and (f) coursework and field experience leading to the Bilingual Authorization in Spanish (BILA-Spanish).

2. DISTRICT/ORGANIZATION is willing to provide educational experience and training to students of BIOLA for the programs selected below in accordance with the terms and conditions of this Agreement (as described in the General Terms and Conditions section below) and the applicable exhibit(s) for the selected program(s). BIOLA desires to use DISTRICT/ORGANIZATION as an opportunity for its students to obtain such experience and training as required by their curriculum.

X Student Teaching, including Multiple Subject, Single Subject, Special Education, and PK-3 Early Childhood Education. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit A (Terms and Conditions of Student Teaching Experience), which is incorporated herein by reference.

X Early Childhood Practicum. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit B (Terms and Conditions of Early Childhood Practicum Experience), which is incorporated herein by reference.

X Speech-Language Pathology and Speech-Language Pathology Assistant. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit C (Terms and Conditions of Speech-Language Pathology Experience), which is incorporated herein by reference.

X Education Specialist Mild to Moderate Support Needs (MMSN) Intern. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit D (Terms and Conditions of Education Specialist (MMSN) Intern Experience), which is incorporated herein by reference.

X Multiple and Single Subject Intern. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit E (Terms and Conditions of Multiple and Single Subject Intern Experience), which is incorporated herein by reference.

GENERAL TERMS AND CONDITIONS

1. Term. This Agreement shall commence on **June 25, 2025** and shall continue in effect until **June 25, 2028** unless extended in writing by mutual consent of the parties. However, participating students shall be permitted to complete all experiences and training that began prior to the termination date, and with respect to such experiences and training, all terms and conditions of this Agreement and the applicable exhibit(s) shall apply until the last such experience and training is completed.

2. Refusal of Assignment. DISTRICT/ORGANIZATION may, at its sole discretion, refuse to accept any student of BIOLA assigned to DISTRICT/ORGANIZATION, and upon request of DISTRICT/ORGANIZATION, BIOLA shall terminate the assignment of any student of BIOLA to DISTRICT/ORGANIZATION.

3. Status of Participants. It is expressly agreed and understood by the parties that the students of BIOLA participating in experiences and training under this Agreement are in attendance for educational purposes only and that such students and any employees or agents of DISTRICT/ORGANIZATION are not considered employees of BIOLA and shall not receive compensation for services, unemployment or employee benefit programs. In addition, such students and any employees or agents of BIOLA shall not be considered employees of DISTRICT/ORGANIZATION for purposes of payment of compensation for services, workers' compensation insurance, unemployment insurance, state disability insurance, employee benefit programs, or any other purpose, except that students participating in the Education Specialist Intern Program or Multiple and Single Subject Intern Program shall be employees of DISTRICT/ORGANIZATION throughout the duration of their Education Specialist Intern Program or Multiple and Single Subject Intern Program.

4. Responsibilities of BIOLA.

4.1 BIOLA shall designate students for assignment at DISTRICT/ORGANIZATION.

4.2 BIOLA shall be responsible for maintaining academic records of participating students.

4.3 BIOLA shall assign member(s) of its faculty to participating students to assist in the education and training of such students.

4.4 BIOLA shall ensure that participating students have provided evidence of tuberculosis (TB) screening administered in the first semester of their teacher preparation program.

5. Responsibilities of DISTRICT/ORGANIZATION.

5.1 DISTRICT/ORGANIZATION shall maintain complete records and reports on participating students' performance and provide an evaluation to BIOLA on forms provided by BIOLA.

5.2 DISTRICT/ORGANIZATION agrees to promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at DISTRICT/ORGANIZATION's schools or classrooms or involving employees or agents of DISTRICT/ORGANIZATION, to take prompt and effective remedial action when unlawful discrimination or harassment is found to have occurred, and to promptly notify BIOLA of the

existence and outcome of any complaint of unlawful discrimination or harassment by, against, or involving any participating student.

5.3 DISTRICT/ORGANIZATION shall permit video capture of participating BIOLA students delivering lessons to DISTRICT/ORGANIZATION students (“Video”) for the sole purpose of submitting CalTPA assessments as required by the California Commission on Teacher Credentialing. Unless DISTRICT/ORGANIZATION notifies BIOLA that DISTRICT/ORGANIZATION already has obtained permissions from parents or legal guardians of DISTRICT/ORGANIZATION participating students to record such Videos, BIOLA shall ensure that participating BIOLA students will obtain signed video consent forms from all parents or legal guardians of DISTRICT/ORGANIZATION participating students prior to recording such Videos. In addition, BIOLA shall require participating BIOLA students to treat Videos as confidential and to not disclose such Videos to any third party without the express written consent of DISTRICT/ORGANIZATION, except as provided herein.

6. Insurance. Each party, at their own expense, shall carry the following insurance coverage in connection with and during the term of this Agreement and will furnish copies of insurance certificates upon request:

6.1 Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate, including an additional insured endorsement naming the other party as an additional insured.

6.2 Professional Liability Insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate.

6.3 Workers’ Compensation Insurance as required by law. BIOLA shall provide Workers’ Compensation coverage for its participating students.

6.4 Business Auto Liability Insurance in the amount of \$1,000,000.

7. Fingerprint Clearance. In accordance with California Penal Code section 11105.3, BIOLA will ensure that participating students will not be placed at DISTRICT/ORGANIZATION with unsupervised access to children until a background check by the Department of Justice, including fingerprint clearance, is completed and participating students are granted Certificate of Clearance by the State of California. Subsequent arrest records received by DISTRICT/ORGANIZATION will be cause for DISTRICT/ORGANIZATION review of continued participant suitability. DISTRICT/ORGANIZATION will be the sole determiner if it is deemed that a participating student will be removed from the assignment.

8. Indemnification.

8.1 DISTRICT/ORGANIZATION agrees to indemnify, defend and hold BIOLA, its trustees, officers, employees, agents and representatives, free and harmless from all claims, demands, losses, costs, expenses, liabilities and damages, including attorneys’ fees and costs, arising from any negligent act or omission or intentional conduct of DISTRICT/ORGANIZATION, its trustees, officers, employees, agents and representatives, regarding the subject matter of this Agreement.

8.2 BIOLA agrees to indemnify, defend and hold DISTRICT/ORGANIZATION, its trustees, officers, employees, agents and representatives, free and harmless from all claims, demands, losses, costs, expenses, liabilities and damages, including attorneys' fees and costs, arising from any negligent act or omission or intentional conduct of BIOLA, its trustees, officers, employees, agents and representatives, regarding the subject matter of this Agreement.

9. Attorneys' Fees. If any legal action is necessary to enforce the terms of this Agreement or to settle a dispute concerning this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and court costs in addition to any other relief to which that party may be entitled.

10. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California. The language of this Agreement shall be construed as a whole according to its fair meaning, and not strictly for or against any of the parties hereto.

11. Waiver/Severability. The parties agree that no waiver by either party of any particular provision or right under this Agreement shall be deemed to be a waiver of any other provision or right herein. The parties further agree that each provision or term of this Agreement is intended to be severable from the others so that if any particular provision or term hereof is or determined to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remaining provisions and terms hereof.

12. Integration. This Agreement and the attached applicable exhibit(s) contain the entire agreement among the parties hereto with respect to the subject matter hereof, and supersedes any prior agreement between the parties. No provision may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by both parties. No agreements or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made or relied upon by either party which are not expressly set forth in this Agreement and the applicable exhibit(s).

13. Execution. This Agreement may be executed in counterparts, and a facsimile or duly authorized electronic signature shall have the same force and effect as an original signature penned in ink.

14. Classroom Fieldwork. BIOLA will ensure that participating students have completed the necessary educational prerequisites to be eligible for supervised fieldwork. Specifics of each assignment will be communicated through the BIOLA course professor or student. Students participating in Classroom Fieldwork function as both observer and participant under the supervision of the classroom teacher.

[SIGNATURES ON NEXT PAGE]

BIOLA UNIVERSITY, INC.:

Signature

Date

Printed Name

Title

[MONROVIA UNIFIED SCHOOL DISTRICT]:

Signature

Date

Paula Hart Rodas, Ed D.

Superintendent of Schools, Monrovia USD

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

EXHIBIT A
TERMS AND CONDITIONS OF STUDENT TEACHING EXPERIENCE

The following terms and conditions shall apply to any student teaching experience, including multiple subject, single subject, education specialist (mild to moderate support needs), and PK-3 early childhood education specialist teaching credential requirements:

1. Definitions.

1.1 “Student Teaching” as used herein means active participation in the daily duties and functions of classroom teaching in classes implementing state-adopted academic core curriculum. DISTRICT/ORGANIZATION employees providing direct supervision and instruction to student teachers must hold valid teaching credentials, other than provisional credentials, issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers. DISTRICT/ORGANIZATION employees providing direct supervision and instruction to early childhood education student teachers at the preschool level, must hold valid Child Development Master Teacher level permit or higher. If a student is placed in an English Learner (“EL”) classroom, the supervising teacher shall hold valid EL credentials issued by the California Commission on Teacher Credentialing. In the event an EL credentialed teacher is not available, previous experience teaching English learners is required.

1.2 “Session of Student Teaching” as used herein and elsewhere in this Agreement is considered to be a full school day of Student Teaching for one semester or a half-day of Student Teaching for two semesters. PK-3 ECE credential candidates may have a reduced term of student teaching based on verified clinical equivalency as determined by BIOLA.

2. Assignments and Rates.

2.1 Services shall not exceed twenty-five (25) Student Teaching assignments per semester.

2.2 An assignment of a student of BIOLA to Student Teaching in schools or classes of DISTRICT/ORGANIZATION shall be, at the discretion of BIOLA, either for one or two eight-week sessions for multiple subject or PK-3 ECE candidates, for an entire semester or its equivalent for special education or single subject candidates, or for a complete summer session at either level.

2.3 BIOLA shall pay DISTRICT/ORGANIZATION for performance by DISTRICT/ORGANIZATION for all services required to be performed by DISTRICT/ORGANIZATION under this Agreement and Exhibit A at the rate of Twenty-five Dollars (\$25.00) per unit of Student Teaching, per session, for each master teacher.

2.4 Payments shall be made directly to the master teachers or to DISTRICT/ORGANIZATION, which in turn shall pay the master teachers.

2.5 Within a reasonable time following the close of each Session of Student Teaching, BIOLA shall remit payment for the services rendered during said Session for all Student Teaching supervision provided by DISTRICT/ORGANIZATION.

2.6 In the event a student remains in a Session of Student Teaching for longer than the stated period, DISTRICT/ORGANIZATION shall receive additional payment at the rate of Twenty-five Dollars (\$25.00) per additional week.

2.7 Notwithstanding any other provisions of this Agreement or Exhibit A, BIOLA shall not be obligated to pay DISTRICT/ORGANIZATION any amount in excess of the total sum set forth in this section.

3. Student Teaching Experience. DISTRICT/ORGANIZATION shall provide teaching experience through Student Teaching to schools and classes of DISTRICT/ORGANIZATION not to exceed the number of Student Teaching assignments set forth in paragraph 2.1 above. These students of BIOLA shall possess valid Certificates of Clearance or have signed Affidavits for Certificate of Clearance. Student Teaching shall be provided in the schools or classes of DISTRICT/ORGANIZATION, and under the direct supervision and instruction of employees of DISTRICT/ORGANIZATION, as DISTRICT/ORGANIZATION and BIOLA through their duly authorized representatives may agree upon.

4. Termination. In the event that the assignment of a student of BIOLA to Student Teaching is terminated by BIOLA for any reason after the student begins Student Teaching, DISTRICT/ORGANIZATION shall receive payment for one assignment at the rate specified in paragraph 2.3 above as though there had been no termination of the assignment.

EXHIBIT B
TERMS AND CONDITIONS OF EARLY CHILDHOOD PRACTICUM EXPERIENCE

The following terms and conditions shall apply to any early childhood practicum experience:

1. Definitions.

1.1 “Supervised Early Childhood Practicum” as used herein means active participation in the daily duties and functions of classrooms that implement state-adopted academic core curriculum and/or developmentally, culturally, and linguistically appropriate practices. DISTRICT/ORGANIZATION employees providing direct supervision to Early Childhood Practicum teacher candidates must hold valid Child Development Permits and/or teaching credentials, other than provisional credentials, issued by the California Commission on Teacher Credentialing authorizing them to serve as classroom teachers. If a teacher candidate is placed in an English Learner (“EL”) classroom, the supervising teacher will hold valid EL credentials issued by the California Commission on Teacher Credentialing. In the event an EL credentialed teacher is not available, previous experience teaching English learners is required.

1.2 “Session of Supervised Early Childhood Practicum” as used herein and elsewhere in the Agreement is considered to be a three- to six-hour day of Supervised Early Childhood Practicum for a total of seventy-five (75) hours for one semester or a complete summer session.

2. Assignments and Rates.

2.1 Services shall not exceed twenty-five (25) Supervised Early Childhood Practicum assignments per semester.

2.2 BIOLA shall pay DISTRICT/ORGANIZATION for performance by DISTRICT/ORGANIZATION for all services required to be performed by DISTRICT/ORGANIZATION under this Agreement and Exhibit B at the rate of Twenty-five Dollars (\$25.00) per unit of Supervised Early Childhood Practicum, per session, for each master teacher.

2.3 Payments shall be made directly to the master teachers or to DISTRICT/ORGANIZATION, which in turn shall pay the master teachers.

2.4 Within a reasonable time following the close of each Session of Supervised Early Childhood Practicum, BIOLA shall remit payment for the services rendered during said Session for all Supervised Early Childhood Practicum provided by DISTRICT/ORGANIZATION.

2.5 In the event a student remains in a Session of Supervised Early Childhood Practicum for longer than the stated period, DISTRICT/ORGANIZATION shall receive additional payment at the rate of Twenty-Five Dollars (\$25.00) per additional week.

2.6 Notwithstanding any other provisions of this Agreement or Exhibit B, BIOLA shall not be obligated to pay DISTRICT/ORGANIZATION any amount in excess of the total sum set forth in this section.

3. Supervised Early Childhood Practicum Experience. DISTRICT/ORGANIZATION shall provide teaching experience through Supervised Early Childhood Practicum to schools and classes of DISTRICT/ORGANIZATION not to exceed the number of Supervised Early Childhood Practicum assignments set forth in paragraph 2.1 above. These students of BIOLA shall possess valid Certificates of Clearance or have signed Affidavits for Certificate of Clearance. Supervised Early Childhood Practicum shall be provided in such schools or classes of DISTRICT/ORGANIZATION and under the direct supervision and instruction of employees of DISTRICT/ORGANIZATION, as DISTRICT/ORGANIZATION and BIOLA through their duly authorized representatives may agree upon.

4. Termination. In the event that the assignment of a student of BIOLA to Supervised Early Childhood Practicum is terminated by BIOLA for any reason after the student begins Supervised Early Childhood Practicum, DISTRICT/ORGANIZATION shall receive payment for one assignment at the rate specified in paragraph 2.2 above as though there had been no termination of the assignment.

EXHIBIT C
**TERMS AND CONDITIONS OF SPEECH-LANGUAGE PATHOLOGY AND SPEECH-
LANGUAGE PATHOLOGY ASSISTANT EXPERIENCE**

The following terms and conditions shall apply to any speech-language pathology experience:

1. Purpose.

1.1 BIOLA operates a masters level speech-language pathology program. The degree is offered for those desiring to become licensed, certified speech-language pathologists and earn a California State License in Speech-Language Pathology. Candidates completing the required field work experience are eligible to sit for the licensure exam and apply for state licensure as a speech language pathologist. BIOLA also operates an undergraduate level communication disorders program. Students in this program are eligible to apply for the Speech-Language Pathology Assistant (“SLPA”) State License after completing a fieldwork experience.

1.2 The purpose of this Exhibit C is to provide the training required for: (a) students of BIOLA enrolled in the Masters of Science Speech-Language Pathology degree program to be eligible to apply for the California State License in Speech-Language Pathology, and (b) students enrolled in the undergraduate Communication Disorders program to be eligible to apply for the SLPA State License. The parties will mutually benefit by making a clinical training program available to BIOLA students at DISTRICT/ORGANIZATION.

2. Definitions. “Clinical Externship” as used herein and elsewhere in this Agreement means active participation in the daily provision of speech and language intervention services. DISTRICT/ORGANIZATION shall provide a speech-language pathologist (“Clinical Supervisor”) who holds an American Speech and Hearing Association (“ASHA”) Certificate of Clinical Competence and a California Speech-Language Pathologist license to supervise the Clinical Externship.

3. Assignments and Rates

3.1 Services shall not exceed twenty-five (25) Clinical Externship assignments per semester.

3.2 No compensation will be made to any party for Clinical Externship assignments.

4. Responsibilities of DISTRICT/ORGANIZATION.

4.1 To the extent that the activities performed hereunder are subject to the provisions of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), participating students, as trainees, shall be considered as members of DISTRICT/ORGANIZATION’s “workforce,” as that term is defined by the HIPAA regulations at 45 C.F.R. section 160.103, and shall be subject to DISTRICT/ORGANIZATION’s policies respecting confidentiality of medical information. To ensure that students comply with such policies, DISTRICT/ORGANIZATION shall provide students with substantially the same training that it provides to its regular employees regarding confidentiality of medical information.

4.2 DISTRICT/ORGANIZATION shall provide the Clinical Supervisor with sufficient and specific time in the work schedule to carry out the supervision duties of the participating student's Clinical Externship. The supervision duties fulfill the requirements of the accreditation of the graduate program so that the student will meet requirements for state licensure and certification. The minimum requirements for these duties include the following:

4.2.1 Allocation of sufficient time to directly observe the supervisee as appropriate. ASHA requires supervisors to provide supervision that is appropriate for the level of the supervisee.

4.2.2 Allocation of sufficient time to meet directly with the participating student for purposes of feedback and discussion, which shall occur regularly during the course of supervision.

EXHIBIT D
TERMS AND CONDITIONS OF EDUCATION SPECIALIST MILD TO MODERATE
SUPPORT NEEDS INTERN EXPERIENCE

The following terms and conditions shall apply to the education specialist intern experience:

1. Intern Qualification. BIOLA shall verify each of the following, as applicable, for all candidates admitted to this internship program (hereinafter referred to as an “Intern”):

1.1 Intern holds a baccalaureate or higher degree from a regionally accredited institution of postsecondary education (Education Code section 44453).

1.2 Intern has completed all pre-service preparation according to the requirements of the credential program (special education), as applicable (Education Code section 44320(d), CCTC Program Standard 2 [2018]).

1.3 Intern has met the Subject Matter Competence requirement for the subject area(s) in which the Intern is authorized to teach (Education Code section 44325(c)(3)).

1.4 Intern has satisfied Educational Basic Skills Proficiency as defined by the State of California.

2. Intern Supervision. BIOLA shall provide an individual to supervise of each Intern (“Supervisor”); however, DISTRICT/ORGANIZATION shall provide a DISTRICT/ORGANIZATION support person or personnel for each Intern (“Support”) (Education Code section 44462) at the time of hire. Every Supervisor shall possess:

2.1 Current knowledge in the subject matter taught;

2.2 An understanding of the context of public schooling;

2.3 The ability to model best professional practices in teaching and learning, scholarship, and service;

2.4 Knowledge of diverse abilities including cultural, language, ethnic, and gender diversity;

2.5 A thorough grasp of the academic standards, frameworks, and accountability systems that drive public school curricula; and

2.6 A commitment to provide support and supervision related to needs of English learners.

3. Intern Assignment. DISTRICT/ORGANIZATION shall assign each Intern to assume the functions, which are authorized by such Intern’s teaching credential (Education Code section 44454). BIOLA represents that Intern’s services meet the instructional or service needs of the participating DISTRICT(s)/ORGANIZATION(s) (Education Code section 44458). Public school districts, county offices, and non-public schools are eligible for the Special Education program (Education Code sections 44321 and 44452).

4. Tenure. DISTRICT/ORGANIZATION understands that no Intern shall acquire tenure while serving with an internship credential. A person who, after completing an authorized teaching internship program, is employed for at least one complete school year in a position requiring

certification qualifications by the DISTRICT/ORGANIZATION that employed such person as an Intern during the immediately preceding school year and who is reelected for the subsequent school year to a position requiring certification qualifications shall, at the commencement of the subsequent school year, be eligible for tenure (Education Code section 44466).

5. Other Terms and Conditions.

5.1 DISTRICT/ORGANIZATION shall hire each Intern on a part-time or full-time probationary or temporary contract with full pay and benefits.

5.2 DISTRICT/ORGANIZATION shall make every attempt, within the constraints of openings available, to place each Intern in a teaching situation which will maximize first year success (supportive principal, available peer support, class selection, etc.).

5.3 DISTRICT/ORGANIZATION and BIOLA will cooperate with the oversight, operation, and evaluation of the program (CCTC Common Standards 1, 2, 3, 4, & 5).

5.4 DISTRICT/ORGANIZATION shall appoint, maintain, evaluate, and compensate trained Support at each Intern's work site. If there is not a Support provider with a credential match at the school site, DISTRICT/ORGANIZATION will secure a Support provider from another school site. In addition, DISTRICT/ORGANIZATION shall define and document the type and frequency of support services to be provided including identification of protected time for Support to work with each Intern within the school day. DISTRICT/ORGANIZATION shall provide BIOLA with documentation of Support provided to Intern.

5.5 DISTRICT/ORGANIZATION shall document that Support personnel hold: (1) a valid corresponding Clear or Life Credential, and (2) a minimum of three (3) years of successful teaching experience. In addition, if specified English Learner support is to be provided, DISTRICT/ORGANIZATION shall document that Support personnel (e.g. mentor, principal, or other) also hold an English Learner Authorization in addition to the other requirements stated herein (CCTC Common Standard 3).

5.6 DISTRICT/ORGANIZATION shall provide each Intern with a full range of teaching responsibilities indicative of a full-time teacher.

5.7 DISTRICT/ORGANIZATION and BIOLA will cooperate regarding the provision and documentation of the minimum 144 hours of support and supervision, inclusive of 45 hours English Learner support per school year, adjusted as needed, for each Intern who does not have a current English Learner Authorization or passing score on CTEL. BIOLA will provide support/mentoring documentation and monitor the process.

5.8 DISTRICT/ORGANIZATION shall work with BIOLA to provide evaluations of each Intern as required for credential decisions (CCTC Common Standards 2 & 5).

5.9 DISTRICT/ORGANIZATION has the option to designate an administrator and/or teacher representative to serve on the Internship Advisory Board which meets once each semester as needed.

5.10 BIOLA internship program coordinators shall coordinate meetings of the Internship Advisory Board(s) (Intern Precondition 8).

5.11 BIOLA shall guide the development of the individual plan for mentoring support and professional development of each Intern in consultation with the Intern and the DISTRICT/ORGANIZATION (CCTC Common Standard 2, Program Standard 6 [2018]).

5.12 DISTRICT/ORGANIZATION certifies that Interns will not displace certificated employees in the DISTRICT/ORGANIZATION (Intern Precondition 10). DISTRICT/ORGANIZATION further certifies that when an Intern is hired, there are no available qualified, certificated persons holding the credential.

EXHIBIT E
TERMS AND CONDITIONS OF MULTIPLE AND SINGLE SUBJECT INTERN
EXPERIENCE

The following terms and conditions shall apply to the multiple and single subject intern experience:

1. Intern Qualification. BIOLA shall verify each of the following, as applicable, for all candidates admitted to this internship program (hereinafter referred to as an “Intern”):

1.1 Intern holds a baccalaureate or higher degree from a regionally accredited institution of postsecondary education (Education Code section 44453).

1.2 Intern has completed all pre-service preparation according to the requirements of the credential program, as applicable (Education Code section 44320(d)).

1.3 Intern has met the Subject Matter Competence requirement for the subject area(s) in which the Intern is authorized to teach (Education Code section 44325(c)(3)).

1.4 Intern has satisfied Educational Basic Skills Proficiency as defined by the State of California.

2. Intern Supervision. BIOLA shall provide an individual to supervise of each Intern (“Supervisor”); however, DISTRICT/ORGANIZATION shall provide a DISTRICT/ORGANIZATION support person or personnel for each Intern (“Support”) (Education Code section 44462) at the time of hire. Every Supervisor shall possess:

2.1 Current knowledge in the subject matter taught;

2.2 An understanding of the context of public schooling;

2.3 The ability to model best professional practices in teaching and learning, scholarship, and service;

2.4 Knowledge of diverse abilities including cultural, language, ethnic, and gender diversity;

2.5 A thorough grasp of the academic standards, frameworks, and accountability systems that drive public school curricula; and

2.6 A commitment to provide support and supervision related to needs of English learners.

3. Intern Assignment. DISTRICT/ORGANIZATION shall assign each Intern to assume the functions, which are authorized by such Intern’s teaching credential (Education Code section 44454). BIOLA represents that Intern’s services meet the instructional or service needs of the participating DISTRICT(s) (Education Code section 44458). Public school districts and county offices of education are eligible for the Multiple and Single Subject Intern Program (Education Code sections 44321 and 44452).

4. Tenure. DISTRICT/ORGANIZATION understands that no Intern shall acquire tenure while serving with an internship credential. A person who, after completing an authorized teaching

internship program, is employed for at least one complete school year in a position requiring certification qualifications by the DISTRICT/ORGANIZATION that employed such person as an Intern during the immediately preceding school year and who is reelected for the subsequent school year to a position requiring certification qualifications shall, at the commencement of the subsequent school year, be eligible for tenure (Education Code section 44466).

5. Other Terms and Conditions.

5.1 DISTRICT/ORGANIZATION shall hire each Intern on a part-time or full-time probationary or temporary contract with full pay and benefits.

5.2 DISTRICT/ORGANIZATION shall make every attempt, within the constraints of openings available, to place each Intern in a teaching situation which will maximize first year success (supportive principal, available peer support, class selection, etc.).

5.3 DISTRICT/ORGANIZATION and BIOLA will cooperate with the oversight, operation, and evaluation of the program (CCTC Common Standards 1, 2 3, 4 & 5).

5.4 DISTRICT/ORGANIZATION shall appoint, maintain, evaluate, and compensate trained Support at each Intern's work site. If there is not a Support provider with a credential match at the school site, DISTRICT/ORGANIZATION will secure a Support provider from another school site. In addition, DISTRICT/ORGANIZATION shall define and document the type and frequency of support services to be provided including identification of protected time for Support to work with each Intern within the school day. DISTRICT/ORGANIZATION shall provide BIOLA with documentation of Support provided to Intern.

5.5 DISTRICT/ORGANIZATION shall document that Support personnel hold: (1) a valid corresponding Clear or Life Credential, and (2) a minimum of three (3) years of successful teaching experience. In addition, if specified English Learner support is to be provided, DISTRICT/ORGANIZATION shall document that Support personnel (e.g. mentor, principal, or other) also hold an English Learner Authorization in addition to the other requirements stated herein (CCTC Common Standard 3).

5.6 DISTRICT/ORGANIZATION shall provide each Intern with a full range of teaching responsibilities indicative of a full-time teacher.

5.7 DISTRICT/ORGANIZATION and BIOLA will cooperate regarding the provision and documentation of the minimum 144 hours of support and supervision, inclusive of 45 hours English Learner support per school year, adjusted as needed, for each Intern who does not have a current English Learner Authorization or passing score on CTEL. BIOLA will provide support/mentoring documentation and monitor the process.

5.8 DISTRICT/ORGANIZATION shall work with BIOLA to provide evaluations of each Intern as required for credential decisions (CCTC Common Standards 2 & 5).

5.9 DISTRICT/ORGANIZATION has the option to designate an administrator and/or teacher representative to serve on the Internship Advisory Board which meets once each semester as needed.

5.10 BIOLA internship program coordinators shall coordinate meeting of the Internship Advisory Boards(s) (Intern Precondition 8).

5.11 BIOLA shall guide the development of the individual plan for mentoring support and professional development of each Intern in consultation with the Intern and the DISTRICT/ORGANIZATION (CCTC Common Standard 2).

5.12 DISTRICT/ORGANIZATION certifies that Interns will not displace certificated employees in the DISTRICT/ORGANIZATION (Intern Precondition 10). DISTRICT/ORGANIZATION further certifies that when an Intern is hired, there are no available qualified, certificated persons holding the credential.

EXHIBIT F
TERMS AND CONDITIONS OF OCCUPATIONAL THERAPY FIELDWORK EXPERIENCE

The following terms and conditions shall apply to any occupational therapy fieldwork experience:

1. PURPOSE:

1. BIOLA operates a master's level occupational therapy program. The degree is offered for those desiring to become a licensed, registered occupational therapist. Candidates completing the required fieldwork experience are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) exam. After passing the NBCOT exam, candidates apply for state licensure to become an entry-level occupational therapist.
1. The purpose of this Agreement is to provide the training required for students of BIOLA enrolled in the Master of Science in Occupational Therapy (MSOT) degree program to be eligible to take the National Board Certification exam and apply for a California State License in Occupation Therapy. The parties will mutually benefit by making a clinical training program available to BIOLA students at the Clinical Site of the FACILITY.

2. STATUS AND RESPONSIBILITY OF PARTIES:

- 2.1 It is expressly agreed and understood by the parties that the students of UNIVERSITY participating in clinical training experiences are in attendance for educational purposes only and that such students and any employees or agents of FACILITY are not considered employees of UNIVERSITY and shall not receive compensation for services, unemployment or employee benefit programs. Further, such students and any employees or agents of UNIVERSITY shall not be considered employees of FACILITY for purposes of payment of compensation for services, worker's compensation insurance, unemployment insurance, state disability insurance, employee benefit programs, or any other purpose except that to the extent the activities performed hereunder are subject to the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any such student shall be deemed a member of the FACILITY's workforce at all times while performing training duties and activities.
- 2.2. No compensation or other payment of any kind will be made to any party under this Agreement.

3. UNIVERSITY RESPONSIBILITIES:

- 3.1. Designate Fieldwork candidates who are enrolled in the graduate MSOT program of the UNIVERSITY to be assigned for Level II Fieldwork at the FACILITY.
- 3.2 UNIVERSITY shall be responsible for maintaining academic records of the student candidates.
- 3.3. UNIVERSITY shall assign members of the department's faculty or to provide professional mentoring and advice to the onsite supervisor provided by the FACILITY through the term of this Agreement in order to assist in the education of the student. The UNIVERSITY shall provide identification badges with a title that clearly identifies the OT student's status as an OT student or intern.

4. FACILITY RESPONSIBILITIES:

- 4.1 FACILITY will provide a licensed or otherwise regulated occupational therapist ("Fieldwork Educator") with a minimum of 1 year full-time (or its equivalent) of practice experience prior to the onset of the Level II fieldwork to supervise student fieldwork experience.
- 4.2 FACILITY shall maintain complete records and reports on student's performance and provide an evaluation to UNIVERSITY on forms the UNIVERSITY shall provide.

- 4.3 As trainees, students shall be considered members of FACILITY'S "workforce," as that term is defined by the HIPAA regulations at 45 C.F.R. 160.103 and shall be subject to FACILITY'S policies respecting confidentiality of medical information. In order to ensure the students comply with such policies, FACILITY shall provide students with substantially the same training that it provides to its regular employees.
- 4.4. FACILITY shall provide the Fieldwork Educator with sufficient and specific time in the work schedule to carry out the supervision duties of the student's clinical experience. The supervision duties fulfill the requirements of the accreditation of the graduate program so that the student will meet requirements for state license and certification. The supervision process is aimed at ensuring the safe and effective delivery of occupational therapy services and fostering professional competence and development.

The minimum requirements for these duties include:

- 4.4.1. Allocation of sufficient time to directly observe the supervisee as appropriate. The supervising occupational therapist shall at all times be responsible for all occupational therapy services provided by the student. The supervising occupational therapist has continuing responsibility to follow the progress of each client, provide direct care to the client, and assure that the occupational therapy student does not function autonomously (California Board of Occupational Therapy (CBOT) Title 16, Division 39, Article 9 Section 4181(b)). Supervision may include observation, modeling, co-treatment, discussions, teaching, instruction and may be provided face-to-face or via telephone, written correspondence, or electronically.
- 4.4.2. The level of supervision is determined by the supervising occupational therapist whose responsibility it is to ensure that the amount, degree, and pattern of supervision are consistent with the knowledge, skill and ability of the student being supervised (CBOT Title 16, Division 39, Article 9 Section 4181(c)).
- 4.4.3. A Level II student may, at the discretion of the supervising occupational therapy practitioner, be assigned duties or functions commensurate with his or her education and training (CBOT Title 16, Division 39, Article 9 Section 4183(a)). These duties may also include supervising Level 1 Students, Level 1 and Level 2 OT Assistant students, aides, and performing non-client related tasks.
- 4.4.4. All documented client-related services by the student shall be reviewed and cosigned by the supervising occupational therapist (CBOT Title 16, Division 39, Article 9 Section 4183(b)).
- 4.4.5. Allocation of sufficient time to meet directly with the student for purposes of supervision feedback and discussion regularly during the course of supervision.
- 4.5. FACILITY agrees to promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FACILITY or involving employees or agents of the FACILITY, to take prompt and effective remedial action when unlawful discrimination or harassment is found to have occurred, and to promptly notify UNIVERSITY of the existence and outcome of any complaint of unlawful discrimination or harassment by, against, or involving any participating student.

5. INSURANCE:

- 5.1. UNIVERSITY and FACILITY shall procure and maintain in force during the term of this Agreement, each at its cost and expense, commercial insurance coverage or program of self-insurance or any combination thereof, to satisfy the following requirements. Such coverage shall include commercial general liability insurance with limits of not less than one million dollars (\$1,000,000) for each occurrence and three million dollars (\$3,000,000) general aggregate. Professional liability insurance with limits of not less than one million dollars (\$1,000,000) for

each occurrence and three million (\$3,000,000) in the aggregate shall be maintained if Fieldwork assignment involves the delivery of professional services. Each party shall also maintain workers' compensation and disability coverage for its employees as required by State of California law and FACILITY shall provide workers' compensation coverage for students during their Occupational Therapy Fieldwork assignment. In addition, if FACILITY requires students to travel as part of the student's Fieldwork assignment, then the FACILITY shall maintain business automobile liability insurance for owned, scheduled, non-owned, or hired vehicles with a combined single limit of not less than \$1,000,000 per occurrence. Insurance coverage shall be obtained from a carrier rated A: VII or better by AM Best or qualified program of self-insurance. Each party shall provide the other with evidence of all insurance or self-insurance coverage required by this paragraph. UNIVERSITY and FACILITY each shall name the other party as additional insureds under any commercial general liability coverage. Each party shall promptly notify the other of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

6. INDEMNIFICATION:

- 6.1 UNIVERSITY agrees to indemnify, defend and hold harmless FACILITY and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney's, arising out of or resulting from UNIVERSITY's negligence, in proportion to the UNIVERSITY's comparative fault relating to this Agreement.

7. GENERAL TERMS:

- 7.1. The "Fieldwork" as used herein and elsewhere in the Agreement means active participation in the daily provision of occupational therapy intervention services. The participating Occupational Therapists providing direct supervision to the student must hold a state license and National Board of Occupational Therapy registration.
- 7.2. The FACILITY may, at its sole discretion, refuse to accept for Fieldwork any student candidate of UNIVERSITY, and upon the request of the FACILITY, UNIVERSITY shall terminate the assignment of any student candidate of UNIVERSITY in the FACILITY.
- 7.3. If any legal action is necessary to enforce the terms of this Agreement or to settle a dispute concerning this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and court costs in addition to any other relief to which that party may be entitled.
- 7.4. It is understood and agreed that the parties herein may revise, amend, or modify this Agreement by a signed, written statement by both of the parties hereto.
- 7.5. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

1. 24/25-1144 - CHANGE OF COURSE OFFERING FOR HIGH SCHOOL SENIORS - ENGLISH IV

RECOMMENDATION

The Board of Education is requested to approve English IV as a course offering for high school graduation. English IV takes the place of ERWC (Expository Reading and Writing Course) and better aligns with A-G requirements.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond_____.

Rationale:

Returning to English IV will allow more seniors to enroll in a class that better aligns with A-G requirements and will give their transcripts a more competitive advantage when applying to colleges and universities, especially the University of California System. This course will use the state-approved 12th-grade ELA text, Collections (HMH).

Background:

The Expository Reading and Writing Curriculum (ERWC) was developed in the early 2000s in California, around 2003/2004. It was a collaborative effort involving California State University (CSU) faculty who recognized the need for improved college preparedness in reading and writing, as well as high school teachers and administrators who contributed to the development of the instructional modules. Since that time, expectations for English Language Arts have continued to evolve. Currently, English IV, which employs state-adopted textbooks, is considered more rigorous than ERWC. Furthermore, ERWC does not always meet the University of California requirements.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

The course description is attached.

ATTACHMENTS

[English IV Course Description.pdf](#)

Course Description

<p>1. Course Title English IV</p>	<p>9. Subject Area History/Social Science English Mathematics Laboratory Science Language other than English Visual & Performing Arts (for 2003) College Prep Elective Career Technical Education (CTE)</p>
<p>2. Transcript Title / Abbreviation English IV</p>	
<p>3. Transcript Course Code / Number AF325, AS325</p>	
<p>4. School Monrovia High School</p>	
<p>5. District Monrovia Unified School District</p>	
<p>6. City Monrovia, CA</p>	<p>10. Grade Level(s) 12</p>
<p>7. School / District Website www.monroviaschools.net</p>	<p>11. Seeking "Honors" Distinction? Yes No</p>
<p>8. School Contact Name: Scott Moses Title/Position: Director of Ed. Services Phone: (626) 471- 2047 Fax: E-mail: smoses@monrovia schools.net</p>	<p>12. Unit Value 0.5 (half year or semester equivalent) X 1.0 (one year equivalent) 2.0 (two year equivalent) Other: _____</p>
	<p>13. Date of School Board Approval</p>
<p>14. Was this course previously approved by UC? Under what course title? English IV</p>	<p>Yes No If so, year removed from list? 2015</p>
<p>15. Is this course modeled after an UC-approved course from another school? If so, which school(s)?</p>	<p>Yes No</p>
<p>16. Pre-Requisites English I, English II, English III</p>	
<p>17. Co-Requisites none</p>	

18. Brief Course Description –

This senior-level course is designed to challenge students to think critically, write effectively, and engage deeply with complex literary texts. Building on foundational skills developed in previous English courses, English IV emphasizes advanced composition techniques, rigorous textual analysis, and sophisticated literary interpretation. Students will explore a diverse range of works from different historical periods and genres, including novels, short stories, poetry, and drama. Students will develop the ability to make nuanced arguments, support claims with evidence, and appreciate the artistic merit of literature. This course prepares students for college-level literacy demands and cultivates lifelong reading and writing habits.

19. Course Goals and/or Major Student Outcomes

This senior-level course is designed to challenge students to think critically, write effectively, and engage deeply with complex texts. Building on foundational skills developed in previous English courses, English IV emphasizes advanced composition techniques, rigorous textual analysis, and sophisticated literary interpretation. Students will develop the ability to make nuanced arguments, support claims with evidence, and appreciate the artistic merit of literature. This course prepares students for college-level literacy demands and cultivates lifelong reading and writing habits.

20. Course Objectives

- **Read Critically:** Analyze, interpret, and evaluate various fiction and nonfiction texts both classic and contemporary.
- **Critical Thinking:** Develop critical thinking skills through discussions and written reflections, fostering the ability to evaluate different perspectives.
- **Writing Proficiency:** Enhance skills in argumentative, expository, and narrative writing with a focus on clarity, coherence, and style.
- **Effective Communication:** Improve speaking and listening skills through presentations, group discussions, and collaborative projects, encouraging confident and articulate expression of ideas.
- **Cultural Awareness:** Explore literature from diverse cultures and perspectives, fostering empathy and understanding of different societal issues and human experiences.
- **Self-Reflection:** Encourage self-assessment and reflection on personal growth as a reader and writer, recognizing strengths and areas for improvement.

21. Course Outline

Four Thematic Units Per Semester

Semester One: 1) “What’s Next? Life After High School,” 2) novel unit (*Into the Wild* by Jon Krakauer), 3) “The Value of Life” (including the novel *Long Way Down* by Jason Reynolds), 4) “Seeking Justice, Seeking Peace” (including *The Tragedy of Hamlet* by Shakespeare)

Semester Two: 1) “Taking Risks,” 2) “Gender Roles” OR second novel unit (*1984* by George Orwell or *Brave New World* by Aldous Huxley), 3) “Voices of Protest,” 4) “Finding Ourselves in Nature”

22. Texts & Supplemental Instructional Materials

- District-adopted HMH *Collections* textbooks and ebooks plus accompanying consumable *Close Reader* workbooks
- CSU Expository Reading and Writing Course (ERWC) units
- *Into the Wild* by Jon Krakauer
- *Long Way Down* by Jason Reynolds
- *1984* by George Orwell
- *Brave New World* by Aldous Huxley

23. Key Assignments

Common App essay and/or UC Personal Insight Question responses

Argumentative Essays (*Into the Wild*)

Written Speeches & Slides Presentations (“The Value of Life” and “Taking Risks”)

Unit Exam for “Seeking Justice, Seeking Peace” with a focus on Shakespeare’s *Hamlet*

Informative Essay (“Gender Roles” or second novel)

Personal Narrative (“Finding Ourselves in Nature”)

2 Argumentative Common Writing Assessments & 1 Informative Common Writing Assessment

24. Instructional Methods and/or Strategies

- Direct Instruction
- Group and Class Discussions
- Reading Assignments
- Guided Instruction
- Class Activities
- Independent Study
- Collaborative Activities

25. Assessment Methods and/or Tools

Various formative assessments

HMH text quizzes and unit exams as well as short- and long-term Performance Assessments

Various essay writing assignments

Department-generated common lessons

Department-generated Common Writing Assessment tests

Please refer to instructions

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

Please refer to instructions

27. Context for Course (optional)

28. History of Course Development (optional)

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

2. 24/25-1145 - AGREEMENT WITH ZOO-PHONICS FOR THE MULTI-SENSORY PHONICS PROGRAM

RECOMMENDATION

The Board of Education is requested to approve an agreement renewal with Zoo-phonics, a supplemental curriculum that provides a multi-sensory phonics program in our preschool and transitional kindergarten. Additionally, the proposal includes the integration of the Special Education Transitional Kindergarten program for the upcoming 2025-2026 school year.

Motion by _____, seconded by _____ Vote _____

Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.

Rationale:

Zoo-phonics will serve as a supplemental curricular resource that will provide support for foundational reading skills in our youngest students. Zoo-phonics has been utilized in schools for almost 40 years and has a track record of success in helping students acquire core reading skills.

Background:

The preschool teachers at Canyon Early Learning Center (CELC) and the English TK teachers at the elementary schools were provided with information about Zoo-phonics. All expressed enthusiasm for utilizing this program in their classrooms. The proposed Zoo-phonics professional development would include a full-day training for CELC and TK English teachers, including our Special Education staff, classified staff members who work in these classrooms, and a one-hour leadership training for principals and instructional coaches on supporting Zoo-phonics at sites.

Budget Implication (\$ Amount):

The total cost is \$5,904.08.

Legal References:

Education Code 17604 requires the Board of Education to approve agreements.

Additional Information:

A copy of the proposal is attached.

ATTACHMENTS

[Zoo-Phonics Estimate 37387](#)



995 Morning Star Dr, Ste B
 Sonora, CA 95370
 209-536-4926
 www.zoo-phonics.com

Estimate

Date	Estimate #
6/4/2025	37387

Name / Address	Ship To
Monrovia Unified School District Business Office 325 E Huntington Dr Monrovia, CA 91016	Monrovia Unified School District District Warehouse 1001 S California Ave Monrovia, CA 91016
626.471.2081	dharbaugh@monroviaschools.net; mroberts@monrov...

Item	Description	Qty	Rate	Total
ZOP4222	Zoo-per Kindergarten Level	7	699.95	4,899.65T
Shipping 10%	Shipping & handling - Domestic		10.00%	489.97
<p>_____ June 25, 2025 _____ Paula Hart Rodas, Ed.D. Date Superintendent</p>				

SIGN HERE

Subtotal	\$5,389.62
Sales Tax (10.5%)	\$514.46
Total	\$5,904.08

Phone #	Fax #	E-mail
209-536-4926	209-288-2430	tia@zoo-phonics.com

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

3. 24/25-1146 - AMENDMENT TO THE AGREEMENT WITH PARADIGM HEALTHCARE SERVICES, LLC

RECOMMENDATION

The Board of Education is requested to approve an amendment to the Paradigm Healthcare Service Agreement to include enhanced billing services and data collection systems aligned with the California Youth Behavioral Health Initiative (CYBHI) implementation, effective July 1, 2025.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond____.

Rationale:

Expanding Paradigm's role will help ensure consistent and compliant billing and data management practices among the Local Education Agencies (LEAs) participating in the California Youth Behavioral Health Initiative (CYBHI). By leveraging Paradigm's expertise in Medi-Cal billing, school-based mental health claims, and interagency coordination, we will increase reimbursement efficiency and data accuracy. This is crucial for maximizing sustainable funding and demonstrating the program's impact to state agencies and stakeholders.

Background:

Paradigm Healthcare Services currently provides billing and reimbursement support for LEAs participating in the School-Based Medi-Cal Administrative Activities (SMAA) and Local Educational Agency Billing Option Program (LEA BOP). With the state's expanded investment in behavioral health through CYBHI, LEAs are expected to deliver more services (including prevention, early intervention, and intensive supports), that are reimbursable through Medi-Cal. However, many districts lack the infrastructure for real-time billing, outcome tracking, and compliance reporting. Paradigm's expansion will bridge this gap and help meet CYBHI's ambitious goals around access, equity, and sustainability.

Budget Implication (\$ Amount):

The fee for CYBHI Consultation & Implementation Services will be an initial one-time \$4,800 start-up fee to be paid out of the CYBHI Capacity Building Grant. Paradigm's fees for CYBHI Fee Schedule Claims Management Services in any Fiscal Year will be capped according to the dollar value of Client's Approved Claims. Notwithstanding any other provision, the total fees payable to Paradigm based on Approved Claims during any Fiscal Year will not exceed 7% of the dollar value of Approved Claims. This cap on fees for CYBHI Fee Schedule claims are discounted as part of a bundled offering with the licensing of our software, Student Health Network (SHN), acknowledging the integrated value of our services.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

[Paradigm Healthcare Amendment 2025](#)



AMENDMENT TO SERVICE AGREEMENT

This Amendment to Service Agreement (“Amendment”) is entered into as of July 1, 2025, between Paradigm Healthcare Services, LLC, a California Limited Liability Company (“Paradigm”) and Monrovia Unified School District, a Local Education Agency (“Client”).

RECITALS

Paradigm is engaged in the business of providing software services and school-based claiming services to local education agencies, local governmental agencies, school districts, County offices of education, and local education consortia within the State of California.

Paradigm is and has been providing Client certain Medicaid claiming services pursuant to a Service Agreement dated July 1, 2023 ("Agreement").

Paradigm and Client desire to amend and modify the services and fee provisions contained in their Service Agreement effective as of July 1, 2025.

Accordingly, in consideration of the mutual obligations undertaken herein, THE PARTIES AGREE AS FOLLOWS:

TERMS

1. **Definitions.** Except as otherwise provided herein, the terms of this Amendment shall have the same meaning as given in the Agreement.
2. **Amend *Service Agreement* to include: Paradigm's CYBHI Fee Schedule Services**
 - 2.1. **CYBHI Consultation & Implementation**
 - 2.1.1. **Implementation.** Paradigm will assist Client with all start-up documentation and any renewal agreements required by the California Department of Health Care Services (“DHCS”) and DHCS's third party administrator ("TPA") to enroll Client in the CYBHI Fee Schedule program and establish

Paradigm as the Client agent for purposes of submitting reimbursement requests under this Agreement.

- 2.1.2. Ongoing Consultation. Paradigm will work with Client to assess program potential, establish the practitioner databases for effective service tracking, and provide implementation training to Client program coordinator(s). Ongoing consultation is designed to identify areas of reimbursement, facilitate an effective partnership between the Client and Paradigm, and facilitate Client's full participation in the CYBHI Fee Schedule program.
- 2.1.3. Training. Paradigm will provide training and training materials to Client's program coordinator(s) and healthcare providers as part of the initial contract implementation and at least annually thereafter. Training will include the following subject areas: all necessary information and procedures for submitting Client billing data to Paradigm; and "best practices" to implement and maintain an optimized, audit-ready program.
- 2.1.4. Information Sharing. Paradigm will provide Client with information regarding program policy, interpretation of policy, and regulatory updates as applicable. Quarterly "Bulletins" will be provided to Client's coordinator(s) to ensure timely communication about program changes and updates to Paradigm's systems and processes.

2.2. CYBHI Fee Schedule Claims Management Services

- 2.2.1. Practitioner Roster Exchange. Upon the commencement of CYBHI Fee Schedule Services under this Agreement, Paradigm will use its proprietary algorithms and know-how to prepare and submit the required Standard Provider Import Roster ("SPI Roster") to DHCS's TPA. The SPI Roster will be submitted as needed to ensure Client's data is accurate.
- 2.2.2. Student Health Insurance Information Exchange. Upon the commencement of CYBHI Fee Schedule Services under this Agreement, Paradigm will use its proprietary algorithms and know-how to prepare and submit the required Student Batch Registration to DHCS's TPA. The Student Batch Registration will contain the health insurance information as reported to Paradigm by Client. This information will be retained by Paradigm and will be used solely to provide services hereunder subject to all the confidentiality provisions provided in the Agreement.
- 2.2.3. Claims Submittal.
 - 2.2.3.1. Paradigm will make reasonable efforts to submit each CYBHI Fee Schedule billing claim eligible for submission in accordance with the program's regulations and DHCS's designated TPA requirements within thirty (30) days of receipt from Client of all information necessary for processing that claim. Paradigm will also make reasonable efforts to bill retroactive claims existing at the commencement of this Agreement so as to minimize revenue lost due to the 180-day billing limit.
 - 2.2.3.2. Paradigm shall make reasonable efforts to verify the completeness and accuracy of information underlying the claims it submission Client's behalf. Due to the volume of data being processed and the necessity of correlating student records from several databases maintained by Paradigm, it is inevitable that some requests for reimbursement (or categories of requests or patients) will be denied or reduced due to incorrect or incomplete supporting data or healthcare insurance information. Paradigm will make reasonable efforts to minimize such denials or reductions. Client acknowledges that such denials are

inherent in the billing process, and will not constitute a breach of Paradigm’s obligations under this Agreement. Client’s sole and exclusive remedy for any such denial or reduction in reimbursement is to request that Paradigm re-bill such claims. Paradigm will determine in its sole and absolute discretion if such rebilling is reasonable and cost effective. Except as set forth in this paragraph, Paradigm shall not be liable, and Client shall have no remedy, for any denial or reduction in reimbursement to Client for healthcare services.

2.2.3.3. Paradigm shall make reasonable efforts to submit all claims made thereunder in a timely manner. However, Paradigm shall not be responsible in any way in the event that any claim made thereunder is submitted late or incomplete directly or indirectly because of the failure or delay by Client or its employees, students, agents or independent contractors in making all necessary information available to Paradigm, or any third party’s failure or delay in submitting documentation to DHCS or its TPA.

2.2.4. Review and Resubmittal. Paradigm will monitor the submittal and payment process, review denials, suspensions, and holds, as reported by DHCS or its TPA, and make reasonable efforts to resolve any challenged Client reimbursement claim.

2.2.5. Paradigm Technologies Software. Paradigm will make available its proprietary web-based software to assist Client Program Coordinator(s) with managing the FERPA parent consent status of students, practitioner profiles, and service authorizations. In addition, Client will have access to EduClaim in which Client can view claims-related management reports. Note: Access to any Paradigm Technologies web-based applications requires acceptance of a separate, no-fee online Software License Agreement found at Paradigm’s website.

2.2.6. Audit and Compliance Support. In the event of a program audit or review, Paradigm will assist in preparing for and responding to the audit to the extent permitted by DHCS and or any other auditing party. However, Paradigm will not be responsible for audit findings or penalties arising from Client’s failure to provide accurate or complete data.

2.2.7. Supplemental Support. Paradigm will provide a “Client Care Center” available for the use of Client’s program coordinator(s) and accessible by toll-free phone during regular business hours and by email. A Paradigm Help Desk will be available to Client program coordinator(s) and staff utilizing Paradigm’s web-based software, accessible by toll- free phone during regular business hours and by email.

2.3. Client’s CYBHI Claims Management Obligations

2.3.1. Program Coordinator(s). Client will make available designated personnel to assist with the implementation of Paradigm’s services, and coordinate with Client’s individual program participants.

2.3.2. Student Data Snapshot. Upon commencement of the Agreement and monthly thereafter, Client will provide Paradigm with a file in a format specified by Paradigm of all enrolled students data reasonably requested by Paradigm in connection with its performance under this agreement from Client’s computer systems or from the computer systems of the individual schools Client comprises.

2.3.3. Practitioner Roster. Client agrees to maintain accurate and complete practitioner details within Paradigm’s Student Health Network (SHN). This information is required for Paradigm to complete and submit the Standard Provider Import (“SPI Roster”) to the third-party administrator. Client acknowledges that if practitioner details are not provided or updated in SHN, Paradigm will be unable

to complete the SPI Roster submission. Any delays or missed deadlines resulting from the failure to provide practitioner details will not be the responsibility of Paradigm, and Paradigm will not be liable for any associated delays in claims submission or processing.

2.3.4. Student Health Insurance Information. Client agrees to provide Paradigm with accurate and complete health insurance information for students either by 1) submitting a data file containing the required information from the Client's system in a format specified by Paradigm, or 2) maintaining this information within Paradigm's Student Health Network (SHN). Client acknowledges that if this information is not provided, either through a data file or within SHN, Paradigm will be unable to complete the batch registration process for any claims. As a result, Paradigm will not be responsible for any delays, missed deadlines, or inability to submit claims due to the Client's failure to provide the necessary health insurance information.

2.3.5. Service Logs. If electing not to use Paradigm's Student Health Network (SHN) to document services, Client will maintain complete and accurate service logs of all healthcare services provided by Client and will return the completed logs to Paradigm at the end of each month.

2.3.6. Compliance. Client will comply with enabling legislation, regulations, claiming process directives, policies, and program letters of the DHCS, as well as directives from DHCS's TPA.

3. **Amend Fees and Payment Terms to include:**

3.1. CYBHI Consultation & Implementation Fees. The fee for CYBHI Consultation & Implementation Services will be an initial \$4,800 start-up fee. Paradigm will invoice Client for this amount within 30 days of contract effective date.

3.2. CYBHI Claims Management Fees. Paradigm's fees for CYBHI Fee Schedule Claims Management Services in any Fiscal Year will be capped according to the dollar value of Client's Approved Claims. Notwithstanding any other provision, the total fees payable to Paradigm based on Approved Claims during any Fiscal Year will not exceed 7% of the dollar value of Approved Claims. This cap on fees for CYBHI Fee Schedule claims are discounted as part of a bundled offering with the licensing of our software, Student Health Network (SHN), acknowledging the integrated value of our services.

3.2.1. Application of Fiscal Year Limits. For purposes of computing Paradigm's fees and fee caps, the date of an Approved Claim will be the warrant date of the Remittance Advice Details ("RAD") issued by DHCS or its TPA granting approval of the claim, regardless of when the claim originates or is submitted by Paradigm for payment, and regardless of when or whether Client receives payment for the approved claim. Paradigm will invoice Client monthly based on Approved Claims identified in RADs.

3.2.2. Approval of Interim Approved Claims After the Termination of the Agreement. Nothing in this Agreement shall constitute a limitation or waiver of Paradigm's entitlement to receive fees based on Approved Claims submitted pursuant to this Agreement whose date of interim approval is after the termination of this Agreement. Paradigm will prepare and submit for reimbursement all Client CYBHI Fee Schedule claims arising from services provided by Client prior to termination or expiration and shall receive payment pursuant to the terms of this Agreement upon approval of such claims or part thereof by DHCS or its TPA. Such claims for reimbursement shall be documented and submitted to Paradigm for submittal within six (6) months after the earlier of expiration or termination of this Agreement.

3.2.3. Substitution of Alternative Methodology and/or Fee Terms. In the event that any fee arrangements or part thereof are or become inconsistent with applicable federal or state laws or regulations, or court order, Paradigm will on thirty (30) days written notice provide substitute fee arrangements and/or substitute time survey services consistent with applicable law regulation or court order. Any such substitute fee arrangements shall not increase the total amount Client would otherwise have been required to pay Paradigm for services under this Agreement.

4. **Coordination of Agreement and Amendment Terms.** Except as provided herein, the Agreement between Paradigm and Client will remain in full force and its terms shall apply to this Amendment. In the case of any conflict between any provision in this Amendment and any provision of the Agreement, the provisions of this Amendment shall supersede and will be controlling.
5. **Severability.** If any provision of this Amendment is held by a court or arbitrator to be invalid or unenforceable, the remaining portions of this Amendment shall remain in full force and effect, and such court or arbitrator shall be empowered to substitute provisions similar to said provision, or other provisions, so as to provide the parties the benefits intended by said provision, to the fullest extent permitted by applicable law.
6. **Entire Agreement.** This Amendment and the Agreement together constitute the entire understanding and agreement of the parties with respect to the subject matter thereof and supersede all prior agreements, understandings, negotiations, and discussions of the parties, whether oral or written. There are no agreements, understandings, restrictions, representations or warranties other than those set forth in the Agreement and this Amendment.
7. **Counterparts.** This Amendment may be executed in any number of faxed, scanned, electronically signed, or original counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

SIGNATURES

IN WITNESS WHEREOF, the undersigned have caused this Amendment to be executed by duly authorized persons to be effective as set forth herein.

Paradigm Healthcare Services, LLC

Monrovia Unified School District

Constance Laflamme

2025-05-05

Constance Laflamme, Owner/CEO

1225 4th Street, #363

San Francisco, CA 94158

Tel (415) 616-0920

claflamme@paradigm-healthcare.com

Paula Hart Rodas, Ed.D.
Superintendent

June 25, 2025

Date

May 5, 2025

RE: Initial Quote for Comprehensive CYBHI Fee Schedule Services (Confidential)

DELIVERED VIA EMAIL TO: tross@monroviасchools.net

Hello TeDese:

Thank you for the opportunity to discuss how Paradigm can support Monrovia Unified School District for CYBHI Fee Schedule services. We understand the need for straightforward pricing and practical solutions.

Given that Monrovia USD already holds a Basic EHR license with our Student Health Network (SHN), your immediate team is well-positioned to start documenting CYBHI billable services immediately. This is critical, as there is significant crossover between LEA BOP and CYBHI services. By focusing on documentation now, we can ensure that Monrovia USD is fully ready to submit CYBHI claims when the time comes.

Our goal is to onboard you in a way that maximizes the benefits of both billing programs, CYBHI and LEA BOP, without disrupting those who may need more time to participate. This way, when the green light is given for CYBHI billing, you are ready to move forward without missing a step. Below, we outline our proposed fee structure to ensure clarity and flexibility:

1. **SHN Basic EHR License:** The District already holds a license for Basic EHR, which means there is no additional cost to you.
 - **Cost:** N/A
2. **CYBHI Consultation & Implementation:** Paradigm's comprehensive implementation and ongoing support services ensure smooth program setup, continuous compliance guidance, and optimized documentation practices.
 - **Cost:** \$4,800 one-time payment
3. **CYBHI Claims Management Services:** We offer our Claims Management Services at a significantly reduced rate when using SHN. This discounted rate reflects the streamlined process and reduced manual work associated with SHN's integration, ensuring efficient, accurate claims processing.
 - **Cost:** 7% of paid claims when using SHN
4. **SHN Student Wellness Upgrade:** If you are looking to enhance documentation capabilities, the Student Wellness Upgrade provides advanced case management features and Targeted Case Management (TCM) activity tracking for billing purposes. This upgrade allows for a more comprehensive approach to student care management, spanning the mental health, psychology, counseling, and school nurse modules.
 - **Cost:** \$1.00 per enrolled student/year for Term of the Agreement

We have provided additional details about our services to assist Monrovia USD in understanding the benefits of our offering on the following pages. We also ask that this quote be kept confidential, as pricing and terms are tailored specifically for your LEA and may differ from those offered to others.

We look forward to the opportunity to work together and further discussion. Please let us know if you have any questions or need additional details. Thank you for considering Paradigm as your trusted partner!

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

4. 24/25-1147 - AGREEMENT FOR SERVICES WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, ON BEHALF OF THE UCLA STEIN EYE INSTITUTE

RECOMMENDATION

The Board of Education is requested to approve a service agreement with The Regents of the University of California, on behalf of the UCLA Stein Eye Institute - Center for Community Outreach and Policy, for Mobile Eye Clinic services during the 2025-2026 school year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond_____.

Rationale:

The California Education Code allows for vision screenings on all Kindergarten or first, second, fifth, and eighth grade students, plus referral students identified by the District.

Background:

District procedure is to secure an agreement with qualified personnel, overseen by our District Health Coordinator, upon first enrollment in a California school district of a child at a California elementary school, and at least every third year thereafter until the child has completed the eighth grade. The child's vision shall be appraised by the school nurse or other authorized person under Section 49452.

Budget Implication (\$ Amount):

Legal References:

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

Additional Information:

ATTACHMENTS

[FUA - Monrovia School District_2025 mc.pdf](#)

[MOU - Monrovia SD 2025-27_ALC signed.pdf](#)

FACILITY USE AGREEMENT

THE REGENTS AS LICENSEE

THIS FACILITY USE AGREEMENT (this "**Agreement**"), is entered into and effective as of the last date executed by the parties hereof below (the "**Effective Date**"), by and between **MONROVIA SCHOOL DISTRICT**, ("**Owner**") and **THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**, a California public corporation, with its principal office located at 10920 Wilshire Boulevard, Suite 810, Los Angeles, CA 90024 ("**University**").

WHEREAS, Owner is the owner of certain real properties described as follows:

Monrovia Unified School District - 325 E. Huntington Dr., Monrovia, CA 91016

Bradoaks Elementary School - 930 E Lemon Ave., Monrovia, CA 91016

Mayflower Elementary School - 210 N Mayflower Ave., Monrovia, CA 91016

Monroe Elementary School - 402 W Colorado Blvd, Monrovia, CA 91016

Plymouth Elementary School - 1300 Boley St., Monrovia, CA 91016

Wild Rose Elementary School - 232 Jasmine Ave., Monrovia, CA 91016

Clifton Middle School - 226 S Ivy Ave., Monrovia, CA 91016

Santa Fe Middle School - 148 W Duarte Rd., Monrovia, CA 91016

Canyon Oaks High School – 930 Royal Oaks Dr., Monrovia, CA 91016

Monrovia High School – 845 W. Colorado Blvd., Monrovia, CA 91016

Mountain Park School – 950 S. Mountain Ave., Monrovia, CA 91016

The aforementioned properties are, hereinafter, collectively, the "**Real Properties**";

and

WHEREAS, University seeks to enter and use the following described portion of the Real Properties, which consists of a room inside the building at the Real Properties, which shall be made available for use by University, its agents, employees, guests and invitees at the direction of Owner to be determined on or before the Event Date (defined in Section 3.2 below) along with the parking facility at the Real Properties consisting of at least forty feet (40') of space, and restrooms at the Real Properties (all such areas at the Real Properties are, collectively, the "**Premises**"), for educational, research or public service purposes.

NOW, THEREFORE, Owner and University hereby agree as follows:

ARTICLE 1 - GRANT OF LICENSE

1.1 Grant. Owner hereby grants to University, its agents, employees, guests and invitees an exclusive, revocable, license to enter and use the Premises for the purposes, and at the times set forth in Article 3, below.

1.2 Condition of Premises. Owner is not aware of any condition in, on, or about the Premises which constitutes a hazard to the safety of any occupant, or which violates any governmental law or ordinance intended to protect human safety, except NONE. Other than as set forth above, University accepts the Premises "as is."

ARTICLE 2 - TERM

The term of this Agreement shall be for the period beginning on September 1, 2025, and ending on August 31, 2027 (the "**Term**"). ***However, either party may terminate this Agreement at any time by giving thirty (30) days' written notice to the other.***

ARTICLE 3 - USE OF PREMISES

3.1 University Uses. The University shall use the Premises as follows:

Vision screenings, comprehensive eye examinations, and vision education.

3.2 Time of Use. The University's use of the Premises shall be at the following times and days of the week:

September 1, 2025 (the "**Event Date**") beginning at 8:00 a.m. and ending at 4:30 p.m. Additional dates and times may be added pursuant to a mutually agreed upon schedule.

ARTICLE 4 - CONSIDERATION

As total consideration for its use of the Premises, University shall pay to Owner:

Zero Dollars (\$0).

ARTICLE 5 – INDEMNIFICATION AND ASSUMPTION OF RISKS

5.1 Owner's Obligation. Owner shall indemnify, defend, and hold harmless University, its officers, agents and employees, from and against any claims, damages, costs, expenses, or liabilities (collectively, "**Claims**") arising out of or in any way connected with this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of Owner, its officers, agents, partners or employees.

5.2 University's Obligation. University shall indemnify, defend and hold harmless Owner, its officers, agents, partners and employees, from and against any Claims arising out of or in any way connected with this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of University, its officers, agents, or employees.

5.3 Assumption of Risks. The proposed use may carry with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injury or illness, including contraction of COVID-19, the disease caused by SARS-CoV-2 (including any variants). The specific risks associated with any use will vary and may include 1) minor injuries such as scratches, bruises, and sprains, to 2) major injuries such as eye injury, joint or bone injuries, heart attacks, and concussions, to 3) catastrophic injuries such as paralysis and death, and 4) contraction of COVID-19 which can cause serious illness or death. While the parties agree to take commercially reasonable measures to reduce the risk of COVID-19, the parties understand that no precautions, restrictions, guidelines, or practices will eliminate the risk of exposure to the virus that caused COVID-19.

ARTICLE 6 - INSURANCE

6.1 Owner's Insurance. Owner, at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force, and maintain insurance as follows:

A. Commercial Form General Liability Insurance (contractual liability included) with minimum limits as follows:

1.	Each Occurrence	\$1,000,000
2.	Products/Completed Operations Aggregate	\$2,000,000
3.	Personal and Advertising Injury	\$1,000,000
4.	General Aggregate	\$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the commencement of the Term of this Agreement.

B. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single of not less than one million and no/100 dollars (\$1,000,000) per occurrence.

C. Property Insurance, Fire and Extended Coverage Form in an amount equal to one hundred percent (100%) of the full replacement value of the building in which the Premises are located to conform with then current codes and the costs of demolition and debris removal, excluding land and the footings, foundations and installations below the basement level.

D. Workers' Compensation as required by California law.

The coverages required herein shall not limit the liability of Owner.

The coverages referred to under A. and B. of this Section 6.1 shall include University as an additional insured. Such a provision shall apply only in proportion to and to the extent of the negligent acts or omissions of Owner, its officers, agents, partners and employees. Owner, upon the execution of this Agreement, shall furnish University with certificates of insurance evidencing compliance with all requirements. Certificates shall provide for thirty (30) days (ten (10) days for non-payment of premium) advance written notice to University of any material modification, change or cancellation of the above insurance coverages.

In addition to the above, The Regents of the University of California c/o UCLA Real Estate, 10920 Wilshire Blvd., Suite 810, Los Angeles, CA 90024 shall be listed as the Certificate Holder on the Certificate of Insurance.

6.2 University's Insurance. University, at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

A. General Liability Self-Insurance Program (contractual liability included) with minimum limits as follows:

1.	Each Occurrence	\$1,000,000
2.	Products/Completed Operations Aggregate	\$2,000,000
3.	Personal and Advertising Injury	\$1,000,000
4.	General Aggregate	\$2,000,000

B. Business Automobile Liability Self-Insurance Program for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than one million and no/100 dollars (\$1,000,000) per occurrence.

C. Property, Fire and Extended Coverage Self-Insurance Program in an amount sufficient to reimburse University for all of its equipment, trade fixtures, fixtures and other personal property located on or in the Premises including improvements hereinafter constructed or installed.

D. Workers' Compensation as required under California law.

The coverages required herein shall not limit the liability of University.

The coverages referred to under A. and B. of this Section 6.1 shall include Owner as an additional insured. Such a provision shall apply only in proportion to and to the extent of the negligent acts or omissions of University, its officers, employees, agents, and invitees. University, upon the execution of this Agreement, shall furnish Owner with certificates of insurance evidencing compliance with all requirements. Certificates shall provide for thirty (30) days advance written notice to Owner of any material modification, change or cancellation of the above insurance coverages.

6.3 Waiver of Subrogation. University and Owner hereby waive any right of recovery against the other as a result of loss or damage to the property of either University or Owner when such loss or damage arises out of an Act of God or any of the property perils insurable under extended coverage, whether or not such peril has been insured, self-insured, or non-insured.

[Remaining page intentionally left blank. Signatures on following page.]

IN WITNESS WHEREOF, the parties have executed this Facility Use Agreement as of the Effective Date set forth above.

OWNER:

MONROVIA SCHOOL DISTRICT

UNIVERSITY:

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California public corporation

By: _____

Printed Name: _____

Title: _____

Date: _____, 20__

By: Matt Ceragioli _____

Printed Name: Matt Ceragioli

Title: Director, UCLA Real Estate

Date: June 11 _____, 2025

SERVICES AGREEMENT

This Services Agreement (the “Agreement”) is entered into by and between The Regents of the University of California, a California Constitutional corporation, on behalf of the UCLA Stein Eye Institute - Center for Community Outreach and Policy, (hereinafter referred to as “UCLA”) and MONROVIA SCHOOL DISTRICT (hereinafter referred to as “Client”), and sets forth the terms and conditions under which UCLA will provide vision care for underserved, low-income, and/or uninsured members of the community who are members of or receive services from Client, as set forth herein.

RECITALS

A. Client is the owner and operator of MONROVIA SCHOOL DISTRICT, located at:

Monrovia Unified School District - 325 E. Huntington Dr., Monrovia, CA 91016

Bradoaks Elementary School - 930 E Lemon Ave., Monrovia, CA 91016

Mayflower Elementary School - 210 N Mayflower Ave., Monrovia, CA 91016

Monroe Elementary School - 402 W Colorado Blvd, Monrovia, CA 91016

Plymouth Elementary School - 1300 Boley St., Monrovia, CA 91016

Wild Rose Elementary School - 232 Jasmine Ave., Monrovia, CA 91016

Clifton Middle School - 226 S Ivy Ave., Monrovia, CA 91016

Santa Fe Middle School - 148 W Duarte Rd., Monrovia, CA 91016

Canyon Oaks High School – 930 Royal Oaks Dr., Monrovia, CA 91016

Monrovia High School – 845 W. Colorado Blvd., Monrovia, CA 91016

Mountain Park School – 950 S. Mountain Ave., Monrovia, CA 91016

Client provides preschool, early childhood development, and elementary, middle, and high school services to the individuals who will receive vision care.

B. The UCLA Stein Eye Institute – Center for Community Outreach and Policy operates a community outreach program called the UCLA Mobile Eye Clinic (“UMEC”). The UMEC and its staff, including, but not limited to, ophthalmologists, ophthalmology residents, ophthalmic technicians and/or optometrists (collectively, the “UCLA Staff”), deliver free vision care and perform free basic eye examinations to members of underserved communities.

C. Client has determined that it is in Client’s best interests to contract with an entity such as UCLA to provide the Services.

D. UCLA desires to provide those Services as set forth in this Agreement at no cost in order to ensure equal access for all to quality eye care services. UCLA understands that not all individuals have the necessary means by which to acquire or pay for an eye examination or eyeglasses and thus UCLA will bridge that gap by providing Services at no cost.

NOW, THEREFORE, for and in consideration of the mutual covenants, conditions and restrictions set forth herein, the parties agree as follows:

1. RESPONSIBILITIES OF UCLA

1.1. Services. During the term of this Agreement, UCLA Staff shall provide the professional services described in Exhibit A (the "Services"), at the times and locations identified.

1.2. Qualifications. At all times during this Agreement, UCLA Staff shall be qualified and licensed, as applicable, to provide the Services.

2. RESPONSIBILITIES OF CLIENT

2.1. Client Responsibilities. Client shall perform the obligations and provide the resources set forth in Exhibit A.

3. TERM AND TERMINATION

3.1. Term. The term of this Agreement shall be for a two-year period beginning on **September 1, 2025**, unless terminated as set forth hereunder.

3.2. Termination Without Cause. Either party may terminate this Agreement without cause upon at least thirty (30) days' prior written notice to the other party.

3.3. Termination With Cause. Either party may terminate this Agreement upon the material breach of this Agreement by the other party by giving the other party ten (10) days prior written notice of such breach. If such breach is not cured by the breaching party within ten (10) days of receipt of this notice, this Agreement shall terminate at the end of such ten (10) day period.

4. COMPLIANCE AND LIABILITY

4.1. Compliance with Laws. Both parties agree that each shall comply with all applicable state and federal laws, rules, and regulations now in effect or hereafter adopted regarding the Services provided under this Agreement, including but not limited to, those laws regarding the retention and availability of books and records related to the performance of obligations under this Agreement. Such action shall include, without limitation, compliance with the appropriate provisions of the Social Security Act and any applicable regulations, as related to the retention of records.

4.2. Liability. Neither party shall be responsible for the acts or omissions of the other party nor for any consequential, incidental, indirect, punitive, or special damages of any kind

arising out of this Agreement. The limitations of this provision shall not apply to either party's obligations to indemnify the other for claims of third parties.

5. STATUS OF THE PARTIES

5.1. Independent Contractor. It is the express intention of the parties that the legal status of UCLA to Client shall be that of an independent contractor, and that this Agreement does not create a partnership, joint venture, or a cost-sharing arrangement between the parties. Neither party shall have the authority to represent the other or enter into agreements on behalf of the other party.

5.2. No Excluded Parties. Each party represents and warrants to other party that: a). neither it nor any of its representatives who will provide services pursuant to this Agreement are currently excluded, suspended, debarred or otherwise ineligible to participate in federal health care programs, including Medicare and Medicaid programs; and b). neither it nor any of its representatives who will provide services under this Agreement have been convicted of a criminal offense related to the provision of health care items or services that would lead to mandatory exclusion from federal health care programs, but have not yet been excluded.

6. INDEMNIFICATION AND INSURANCE

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

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

6.3. Insurance. Each party shall secure and maintain the insurance coverage described in **Exhibit B**, a copy of which is attached hereto and incorporated herein by this reference

7. USE OF NAME

7.1. The parties agree that they shall not use the name of the other without prior written approval of an authorized representative of that party, including the names UCLA, the University of California, the David Geffen School of Medicine, or similar references to the University of California Los Angeles, its physicians or facilities in accordance with California Education Code Section 92000 and University of California policy.

8. GENERAL

8.1. Governing Law. This Agreement shall be governed by and construed and enforced in accordance with and subject to the laws of the State of California.

8.2. Severability. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereto shall remain in full force and effect and shall in no way be affected, impaired or invalidated as a result of such decision.

8.3. Assignment. Neither party may assign, delegate or transfer in any manner the obligations and rights set forth in this Agreement.

8.4. Amendments. This Agreement or any part of it may be amended only by the mutual written consent of the duly authorized representatives of the parties unless otherwise provided in this Agreement.

8.5. Entire Agreement. This Agreement, including its Exhibits, constitute the entire agreement between the parties relating to the subject matter of the Agreement and shall supersede all prior arrangements, negotiations, and understandings between the parties, whether oral or written. No waiver of any term, provision or condition of this Agreement shall be deemed to be, or shall constitute a waiver of any term, and no waiver of any present condition shall constitute a waiver of such condition occurring in the future.

8.6. Notice. Any written notification required hereunder shall be personally served or mailed by certified mail, return receipt requested, to the following:

If to UCLA: UCLA Mobile Eye Clinic
Anne L. Coleman, MD PhD
100 Stein Plaza, Rm 3-221
Los Angeles, CA 90095

If to Client: Monrovia School District
Ronald Jenkins / Dr. Geoffrey Zamarripa / Denine Duronslet
325 E. Huntington Dr.
Monrovia, CA 91016

8.7. Third Parties. This Agreement is not intended and shall not be construed to create any rights for any third party.

8.8. Exhibits. All Exhibits referred to herein are hereby incorporated herein. In the event that any provision of this Agreement conflicts with any Exhibit to this Agreement, the Exhibit shall control with respect to the subject matter of such Exhibit.

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

8.10. Ability to Enter Agreement. Each party represents and warrants that it is free to enter into this Agreement and to perform each of the terms and conditions of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the day and year set forth in Article 4 above.

UCLA

CLIENT

**THE REGENTS OF THE UNIVERSITY
OF CALIFORNIA ON BEHALF OF THE
UCLA STEIN EYE INSTITUTE - CENTER
FOR COMMUNITY OUTREACH AND POLICY**

MONROVIA SCHOOL DISTRICT

Signature: Anne L. Coleman, MD, PhD Signature: _____

Printed Name: Anne L. Coleman, MD PhD Printed Name: _____

Title: Chair, UCLA Department of Ophthalmology Title: _____

Date: 6/12/2025 Date: _____

EXHIBIT A

1. Services Provided by UCLA

The UMEC and its UCLA Staff of administrators, ophthalmologists, ophthalmology residents, and ophthalmic technicians will:

- a. Provide in-school vision screenings and/or basic, dilated eye examinations, at no cost, to pediatric patients scheduled by the Client at the Client's location, either on board the mobile unit or inside the Client's facility per a mutually agreed upon schedule.
- b. Provide prescriptions for eyeglasses (if needed), and a pair of eyeglasses (if needed) in person at Client's location. Referrals for further evaluation or treatment will be made (if needed).
- c. Mail or email consent forms and fliers to Client representative and make information accessible to patients.
- d. Will coordinate with Client staff to schedule vision screening and clinic date(s) and patient appointments.
- e. Will provide for the safe transfer of confidential records regarding eye examination results.
- f. Will deliver (by mail or in person) eyeglasses to the site in which the eye examinations were conducted.
- g. Services will be free of charge to both the patient and the Client because the Client identifies as an organization that provides childcare, education, and early childhood development services to underserved, low-income, and/or uninsured members of the community. This is in line with the mission of the UMEC, a community outreach organization which strives to deliver free vision care to underserved communities and provide support of patient care and screening programs in neighborhoods where poverty and vision disabilities intersect.

2. Client Resources Provided

- a. Will provide a separate room/space inside facility for vision screenings equipped with a small table, chairs, and access to an electrical outlet, and a parking space for the mobile unit (40-foot long bus) when needed.
- b. Will provide parking spaces for technicians and doctors that arrive in separate vehicles.
- c. Will send a representative to the clinic location on the day of the eye examinations to assist UCLA Staff.
- d. Will provide access to restrooms for use by UCLA Staff.

- e. Will provide a table and chairs to UCLA Staff to use for patient check-in.

3. Client Responsibilities

- a. Client is located in Los Angeles County and identifies as a school and/or childcare organization that provides any type of services to members of the community that are underserved, low-income, and/or uninsured.
- b. Will post fliers and information regarding Services provided by UCLA in their facility and will schedule patients for eye examinations accordingly.
- c. Will collect signed consent forms from parents for vision screening and/or eye exam on a timely basis and provide them to UCLA Staff.
- d. Will provide for the safe transfer of confidential records regarding eye examination results.
- e. Will inform patients when eyeglasses arrive and will distribute them accordingly.
- f. Will call each patient scheduled to remind them of their appointment time and provide them with information about the vision screening and eye examination provided by UCLA, including the duration time of the exam and what the exam entails.

EXHIBIT B

I. CLIENT INSURANCE

Client at its sole cost and expense, shall insure its activities in connection with this Agreement, and obtain, keep in force and maintain insurance as follows:

1. Professional Liability Insurance with financially-sound and reputable companies with limits of two million dollars (\$2,000,000) per occurrence and a general aggregate of four million dollars (\$4,000,000). If such insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date prior to coinciding with the effective date of this Agreement and a deductible of no more than five hundred thousand dollars (\$500,000). In the event that a claims-made policy is canceled or non-renewed, then Client shall obtain extended reporting (tail) coverage for the remainder of the five (5)-year period.

2. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with a limit of one million dollars (\$1,000,000) per occurrence. If such insurance is written on a claims-made form, it shall continue for three (3) years following termination of this Agreement. The insurance shall have a retroactive date prior to coinciding with the effective date of this Agreement.

3. Workers' Compensation Insurance in a form and amount covering Client's full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.

4. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurance risks relating to performance.

It should be expressly understood, however, that the coverages required under this Agreement shall not in any way limit the liability of Client.

The coverage referred to in Section 2 above shall be endorsed to include UCLA as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of Client, its officers, agents, and/or employees. Client, upon execution of this Agreement, shall furnish UCLA with Certificates of Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days' advance written notice to UCLA of any modification, change or cancellation of any of the above insurance coverages.

II. UCLA INSURANCE

UCLA maintains a program of self-insurance that covers its activities in connection with this Agreement as follows:

1. Professional Medical Liability Insurance with self-insured retention of five million dollars (\$5,000,000) per occurrence.
2. Comprehensive General Liability Insurance with self-insured retention of five million dollars (\$5,000,000) per occurrence.
3. Worker's Compensation Liability Insurance with self-insured retention in amounts required by the State of California.
4. Such other insurance in such amounts from time to time may be reasonably required by the mutual consent of the parties against other insurance risks relating to performance.

It should be expressly understood, however, that the coverages required under this Agreement shall not in any way limit the liability of UCLA.

The coverage referred to in Section 2 above shall be endorsed to include Client as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of UCLA, its officers, agents, and/or employees. UCLA, upon execution of this Agreement, shall furnish Client with Certificates of Insurance evidencing compliance with all requirements. Certificates shall further provide for thirty (30) days' advance written notice to Client of any modification, change or cancellation of any of the above insurance coverages.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

5. 24/25-1148 - ADOPTION OF THE LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)

RECOMMENDATION

The Board of Education is requested to adopt the Local Control Accountability Plan (LCAP) for the 2025-26 school year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond____.

Rationale:

The Local Control Accountability Plan (LCAP) is an important component of the Local Control Funding Formula (LCFF). Under the LCFF, all Local Educational Agencies (LEAs) are required to prepare an LCAP, which describes how districts intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d). As part of this LCFF requirement, the three-year LCAP is to be reviewed and revised annually with the input of all educational partners. The LCAP review was conducted by gathering input from educational partners through surveys, presentations, meetings, and advisory committee meetings. Funding for our unduplicated pupils is contingent upon the annual review and approval process of the LCAP.

Background:

The 2025-26 LCAP is the second year of a 3-year cycle. The district's leadership team worked closely with educational partners and advisory committees to review the effectiveness of the LCAP goals and actions. Educational partner input was provided by certificated and classified staff, parents, students, site and district administrators, and community partners. For the 2025-26 school year, the Supplemental and Concentration (S&C) budget allocation is projected to be \$9,812,993.00 to build upon the activities and expenditures identified from last year and for additional services that have been identified to principally serve the students identified as English learners, socioeconomically disadvantaged, and foster youth.

Budget Implication (\$ Amount):

Legal References:

Education Code Sections 52060(d)(4)(D), 52060(d)(5)(A), 52060(d)(5)(B), 52060(d)(5)(C), 52060(d)(5)(D), 52060(d)(6)(B), 52060(d)(6)(C), and 52070.

Additional Information:

A copy of the proposed LCAP for the 2025-26 school year is attached.

ATTACHMENTS

[MUSD LCAP Proposed 2025-26.pdf](#)

LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Monrovia Unified School District

CDS Code: 19-64790-0000000

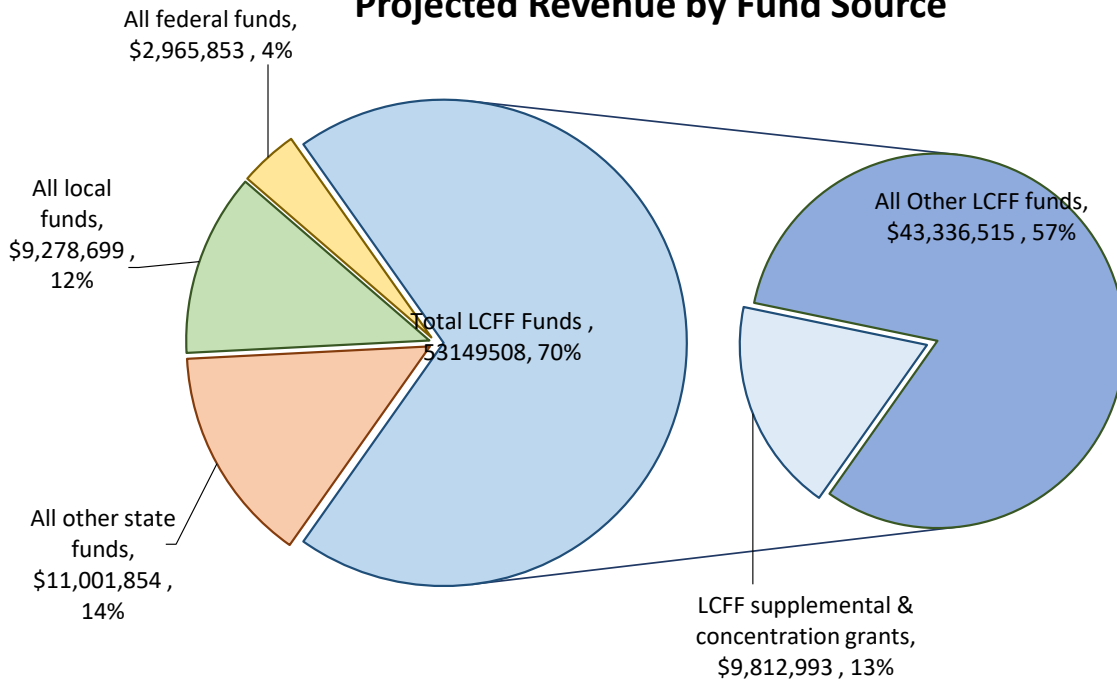
School Year: 2025-2026

LEA contact information: Scott Moses, Director Educational Services smoses@monroviaschools.net

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

Budget Overview for the 2025-2026 School Year

Projected Revenue by Fund Source

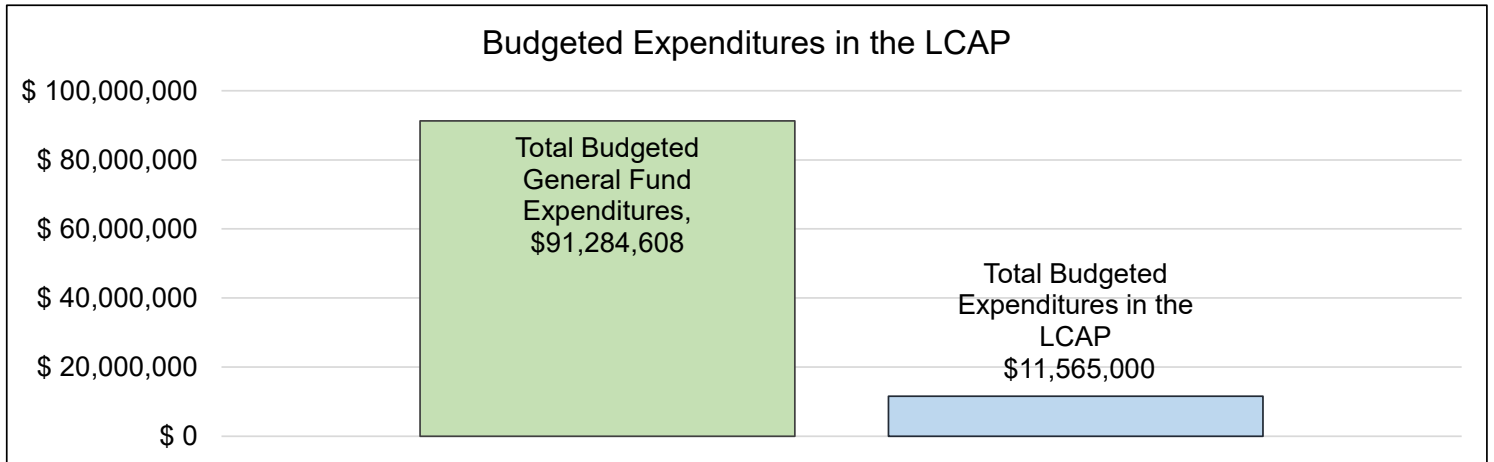


This chart shows the total general purpose revenue Monrovia Unified School District expects to receive in the coming year from all sources.

The text description for the above chart is as follows: The total revenue projected for Monrovia Unified School District is \$76,395,914.00, of which \$53,149,508.00 is Local Control Funding Formula (LCFF), \$11,001,854.00 is other state funds, \$9,278,699.00 is local funds, and \$2,965,853.00 is federal funds. Of the \$53,149,508.00 in LCFF Funds, \$9,812,993.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.

LCFF Budget Overview for Parents



This chart provides a quick summary of how much Monrovia Unified School District plans to spend for 2025-2026. It shows how much of the total is tied to planned actions and services in the LCAP.

The text description of the above chart is as follows: Monrovia Unified School District plans to spend \$91,284,608.00 for the 2025-2026 school year. Of that amount, \$11,565,000.00 is tied to actions/services in the LCAP and \$79,719,608.00 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

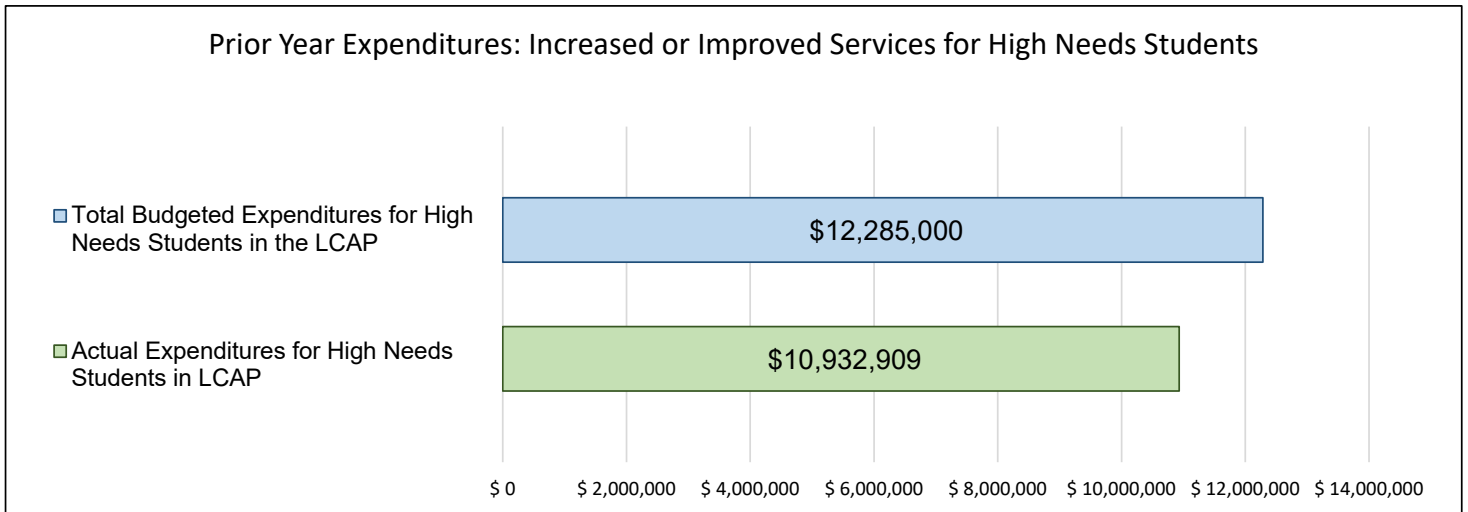
The total revenue projected for Monrovia Unified School District is \$76,395,914.00, of which \$53,149,508.00 is Local Control Funding Formula (LCFF), \$11,001,854.00 is other state funds, \$9,278,699.00 is local funds, and \$2,965,853.00 is federal funds. Of the \$53,149,508.00 in LCFF Funds, \$12,285,000.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

Increased or Improved Services for High Needs Students in the LCAP for the 2025-2026 School Year

In 2025-2026, Monrovia Unified School District is projecting it will receive \$9,812,993.00 based on the enrollment of foster youth, English learner, and low-income students. Monrovia Unified School District must describe how it intends to increase or improve services for high needs students in the LCAP. Monrovia Unified School District plans to spend \$11,565,000.00 towards meeting this requirement, as described in the LCAP.

LCFF Budget Overview for Parents

Update on Increased or Improved Services for High Needs Students in 2024-2025



This chart compares what Monrovia Unified School District budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Monrovia Unified School District estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

The text description of the above chart is as follows: In 2024-2025, Monrovia Unified School District's LCAP budgeted \$12,285,000.00 for planned actions to increase or improve services for high needs students. Monrovia Unified School District actually spent \$10,932,909.00 for actions to increase or improve services for high needs students in 2024-2025. The difference between the budgeted and actual expenditures of \$1,352,091.00 had the following impact on Monrovia Unified School District's ability to increase or improve services for high needs students:

The actual expenditures were less than the budgeted expenditures due to specific targeted reductions in our fiscal stabilization plan which was impacted by lack of available staff, spending at the site level on intervention positions and extra hours was more limited than anticipated.

Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Monrovia Unified	Scott Moses Director of Educational Services K-12	smoses@monroviaschools.net 6264712044

Plan Summary 2025-2026

General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten-12, as applicable to the LEA. LEAs may also provide information about their strategic plan, vision, etc.

The Monrovia Unified School District (MUSD) is located in the foothill community of Monrovia, a 137 year-old city in the northeast San Gabriel Valley. MUSD is comprised of an early learning center, five elementary schools, two middle schools, one comprehensive high school, two alternative schools, and one community adult school. By working actively and cooperatively as students, staff, parents, & community, the Monrovia Unified School District is committed to devoting its energy, resources, and support to provide academically rigorous educational programs that foster the maximum development of each student's potential in a challenging, safe, orderly, & positive learning environment, with quality staff and quality service. Our Board of Education and Superintendent share a vision for MUSD to be an exemplary school district by empowering all students to reach their highest potential through innovative, engaging, and personalized learning experiences. MUSD serves a diverse community of approximately 5,000 students. The ethnic population can be described as 63.3% Hispanic, 15.5% White, 8.1% Asian American, 4.5% African American, 2.4% Filipino, and 5.3% multiple ethnicities. 63% of our students are designated as socioeconomically disadvantaged, 11.0% were English-learners, 0.5% Foster Youth, and 2.4% Homeless.

Reflections: Annual Performance

A reflection on annual performance based on a review of the California School Dashboard (Dashboard) and local data.

Successes:
Our efforts to address the needs of our students has led to significant progress and a number of successes. Our chronic absenteeism rate has improved substantially, dropping from 24.5% in 2022-23 to a current level of under 10%. Five of the six schools that had been identified for Additional Targeted Support and Improvement (ATSI) in 2022-23 have met the criteria to exit that status. Student achievement in ELA and Math have remained relatively stable based on the 2023 Dashboard; however, we have seen notable growth in achievement on local assessments (i-Ready) during the 2023-24 school year. Our suspension rates have remained at a low level, and graduation rates have remained above 94%.

Challenges:

According to the 2023 California School Dashboard, our district has performed at the lowest performance level on the following state indicators:

Lowest performance level in English Language Arts achievement:

Bradoaks English learners
MUSD Students with disabilities
Monroe students with disabilities
Wild Rose English learners
Clifton students with disabilities

Lowest performance level in Mathematics achievement:

MUSD African American students
Monroe students with disabilities
MHS students with disabilities
Santa Fe Hispanic students

Lowest performance level in Suspension Rate:

MUSD Foster students
MUSD homeless students
Santa Fe students with disabilities
Santa Fe White students
MHS homeless students

Lowest performance level for Chronic Absenteeism:

MUSD homeless students
Bradoaks students with disabilities
Bradoaks White students
Mayflower English learners
Monroe all students
Monroe English learners
Monroe low income students
Monroe Hispanic students
Wild Rose all students
Wild Rose low income students
Wild Rose students with disabilities
Wild Rose Hispanic students

Challenges:

While continuing to maintain our district wide math results, we still remain below the standard and will increase awareness and intervention aimed at math improvement. We also continue to need to target specific sub-groups including EL's, Long Term English Language Learners, and Students with Disabilities.

According to the 2024 California School Dashboard, our district has performed at the lowest performance level on the following state indicators:

Lowest performance level in English Language Arts achievement:

MUSD Long Term English Language Learners
MUSD Students with disabilities

Lowest performance level in Mathematics achievement:

MUSD Long Term English Language Learners
MUSD Students with Disabilities

Challenges update:

While continuing to maintain our district wide math results, we still remain below the standard and will increase awareness and intervention aimed at math improvement. We

also continue to need to target specific sub-groups including EL's, Long Term English Language Learners, and Students with Disabilities. According to the 2024 California School Dashboard, our district has performed at the lowest performance level on the following state indicators:
Lowest performance level in English Language Arts achievement:
MUSD Long Term English Language Learners
MUSD Students with disabilities
Lowest performance level in Mathematics achievement:
MUSD Long Term English Language Learners
MUSD Students with Disabilities
Challenges:

While continuing to maintain our district wide math results, we still remain below the standard and will increase awareness and intervention aimed at math improvement. We also continue to need to target specific sub-groups including EL's, Long Term English Language Learners, and Students with Disabilities. According to the 2024 California School Dashboard, our district has performed at the lowest performance level on the following state indicators:
Lowest performance level in English Language Arts achievement:
MUSD Long Term English Language Learners
MUSD Students with disabilities
Lowest performance level in Mathematics achievement:
MUSD Long Term English Language Learners
MUSD Students with Disabilities

To address these challenges we are incorporating a number of targeted actions in the LCAP, including:

- Improving and increasing opportunities for academic intervention (Goal 1, Actions 5 & 9)
- Increasing and improving strategies to build students' sense of connection, engagement, and well-being (Goal 3, Actions 1, 2, 3, 4, 6, 9, & 10)
- Providing professional development for teachers and staff to refine instructional practices in ELA, math, and ELD (Goal 2, Actions 1, 2, & 3)
- Providing professional development for teachers and staff to foster stronger relationships with students and families (Goal 2, Actions 1 & 2)
- Expanding services (e.g., counseling) to support the social-emotional needs of students (Goal 3, Actions 3, 8, 9, & 10)
- Targeting and supporting English Language Learners and focus on LTEL intervention (Goal1, Actions 1, 3 & 8)

Reflections: Technical Assistance

As applicable, a summary of the work underway as part of technical assistance.

MUSD qualified for Differentiated Assistance (DA) due to the rates of chronic absenteeism and suspension for our homeless student group. To address these concerns, we continue to consult with LACOE specialists, attend relevant workshops, and collaborate with neighboring districts. Our Student Services department continues to refine programs to better meet the needs of the homeless student group, including: improved outreach from our counselors and social workers; increased opportunities to connect and engage with families experiencing homelessness; improved communication to connect families with community resources.

Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

Schools Identified

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

N/A

Support for Identified Schools

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

N/A

Monitoring and Evaluating Effectiveness

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

N/A

Engaging Educational Partners

A summary of the process used to engage educational partners in the development of the LCAP.

School districts and county offices of education must, at a minimum, consult with teachers, principals, administrators, other school personnel, local bargaining units, parents, and students in the development of the LCAP.

Charter schools must, at a minimum, consult with teachers, principals, administrators, other school personnel, parents, and students in the development of the LCAP.

An LEA receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

Educational Partner(s)

Process for Engagement

A description of how the adopted LCAP was influenced by the feedback provided by educational partners.

Educational Partners:

Educational Services department met with all statutorily required educational partners. Teachers, classified staff, other certificated staff, certificated and classified union members, parents, students, principals and site administrators.

The process for Educational Partner Engagement occurred over the course of the academic year. Invitations were shared and scheduled from Sept – May. At meetings we reviewed data, shared outcomes and collected feedback from each group.

Educational Partners

District Advisory Committee(DAC),
District English Learner Advisory
Committee (DELAC), SELPA

From Sept – May. At meetings we reviewed data, shared outcomes and collected feedback from each group. The draft plan was presented to the District Parent Advisory Committee (DAC) and the EL Parent Advisory committee (DELAC). Comments and questions submitted to the superintendent received written replies. A public hearing meeting was scheduled prior to the LCAP adoption date. The public was made aware of this meeting via the district website. The plan was adopted at a subsequent meeting where the annual budget and the local indicators were also adopted and shared. The Public Hearing was held on June 24, 2025. The LCAP Adoption occurred on June 25, 2025. District Advisory Committee (DAC) which is composed of parent representatives from each site representing students with disabilities, English Learners, and students eligible for free and reduced meals. The DAC also includes four student representatives and three community liaisons.

Educational Partners

Parents

Parents were invited to participate in a survey as well as attend in-person and virtual LCAP information sessions which were offered both in the morning and evening, and offered in English and Spanish.

Students in grades 4-12

Students were given a survey to complete to provide feedback and input for the LCAP.

To engage educational partners in developing the LCAP, the Educational Services department met with all statutorily required educational partners. Meetings were advertised and scheduled at various times to increase participation and access. Groups that were consulted included:

Certificated and classified union members

Students in grades 4-12

Site and district administrators

District Advisory Committee (DAC) which is composed of parent representatives from each site representing students with disabilities, English Learners, and students eligible for free and reduced meals. The DAC also includes four student representatives and three community liaisons. They included participants from our District English Learner Advisory Committee (DELAC) and SELPA. The DAC, which serves as our Parent Advisory Committee, submitted questions for the superintendent, and the superintendent responded to the questions in writing.

An LCAP Input survey was sent to all MUSD staff, families, and students in grades 4-12. Multiple messages were sent to encourage participation in the survey, and it remained open for 4 weeks.

Parents were invited to attend in-person and virtual LCAP information sessions which were offered both in the morning and evening, and offered in English and Spanish. The process for Educational Partner Engagement occurred over the course of the academic year. At meetings we reviewed data, shared outcomes and collected feedback from each group. The draft plan was presented to the Parent Advisory Committee and the EL Parent Advisory committees. At this meeting all comments and questions would receive written replies from the superintendent.

A public hearing meeting was scheduled prior to the LCAP adoption date. The public was made aware of this meeting via the district website. The plan was adopted at a subsequent meeting where the annual budget and the local indicators were also adopted and shared.

The Public Hearing was held on June 24, 2025. The LCAP Adoption occurred on June 25, 2025.

Feedback from our educational partners was provided both in our LCAP development meetings and through the LCAP development survey. Key themes emerged from specific educational partners, including the following: Parents placed the highest priority on providing social emotional support, academic support and intervention for their students. Staff members also ranked academic support among the highest priorities, and placed the greatest emphasis on providing support for students' social-emotional health and safety.

Based on feedback from our educational partners, the following will be included in our LCAP:

- Expansion of intervention programs at elementary and middle school sites
- continued support for our personalized learning programs (e.g., i-Ready)
- Continued counseling support at all school sites
- Expansion of support for our CTE and college readiness at the secondary school sites

Goals and Actions

Goal

Goal #	Description	Type of Goal
1	College, Career, and Life Prepared Graduates	Broad Goal

State priorities addressed by this goal.

1, 2, 4, 7, 8

An explanation of why the LEA has developed this goal.

This goal aligns with the MUSD Strategic Plan and focuses on closing achievement gaps, raising academic achievement levels, and fully preparing students for success in the college and career of their choice.

Progress towards meeting this goal will be measured using the following metrics:

- CA Dashboard Local Indicator #2
- Williams' Textbook Sufficiency Reports
- Student achievement on CAASPP ELA and Math
- Student achievement on the CAST
- A-G Completion rates
- CTE Pathway completion
- English Language Progress Indicator (ELPI)
- English learner reclassification rate
- AP Exam passage rate
- Early Assessment Program readiness rate (EAP)

Measuring and Reporting Results

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
1	Implementation of State Standards: Implementation of the academic content and performance standards adopted by the state board as measured by the CA Dashboard Local Indicator for Implementing State Academic Standards (State Priority 2).	Achieved "Standard Met" on the 2023 CA Dashboard Local Indicator for Implementation of Academic Standards.	Achieved "Standard Met" on the 2024 CA Dashboard Local Indicator for Implementation of Academic Standards.		Maintain status of "Standard Met" on the CA Dashboard Local Indicator for Implementation of Academic Standards.	Year 1: No Difference
2	Access to standards-aligned instructional materials as measured by the Williams' Textbook Sufficiency Report.	All students received sufficient textbooks and instructional materials as measured by the 2023 Resolution on Sufficiency of Instructional Materials.	All students received sufficient textbooks and instructional materials as measured by the 2024 Resolution on Sufficiency of Instructional Materials		All students receive sufficient textbooks and instructional materials as measured by the annual Resolution on Sufficiency of Instructional Materials.	Year 1: No Difference

3	CAASPP ELA and Math (State Priority 4).	2023 CAASPP ELA: 52.1% of students met or exceeded the standard; 0.4 points above the standard (DFS). 2023 CAASPP Math: 38.9% of students met or exceeded the standard; 38 points below the standard.	CAASPP ELA and Math (State Priority 4). 2024 CAASPP ELA: 53.9% of students met or exceeded the standard; 0.4 points above the standard (DFS). 2024 CAASPP Math: 39.5% of students met or exceeded the standard; 38 points below (DFS)		ELA SBAC: 60% of students meet or exceed the standard. Math SBAC: 50% of students meet or exceed the standard.	Year 1 Difference: CAASPP ELA: Increase of 1.8% CAASPP Math: Increase of 0.6%
4	California Science Test (State Priority 4).	2023 California Science Test (CAST): 36.7% of students met or exceeded the standard.	2024 California Science Test (CAST): 32.0% of students met or exceeded the standard.		California Science Test (CAST): 50% of students meet or exceed the standard.	Year 1 Difference: Decrease of 4.7%
5	A-G Completion: The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University (State Priority 4).	12th grade students in the 2023-24 school year completed A-G requirements at the following rates: UC A-G: 186/413 = 45.04% CSU A-G: 188/413 = 45.52%	12th grade students in the 2024-25 school year completed A-G requirements at the following rates: UC A-G: 170/390 = 43.59% CSU A-G: 202/390 = 51.79%		12th grade students complete A-G requirements at the following rates: UC A-G: 75% CSU A-G: 75%	Year 1 Difference: While there was a slight decrease in student completing UC A-G requirements (-1.45%) there was an increase in the CSU A-G requirements (+6.29%)

6	CTE Pathway Completion: the percentage of pupils who have successfully completed courses that satisfy the requirements for CTE sequences or programs of study that align with state board-approved CTE standards and frameworks (State Priority 4).	12th grade students in the 2023-24 school year completed CTE Pathways at the following rates: 12th grade students completing CTE pathways: 75/413 = 18.16% (data from Aeries/CALPADS)	12th grade students in the 2023-24 school year completed CTE Pathways at the following rates: 12th grade students completing CTE pathways: 75/413 = 18.16% (23-24 carry over, data pending)		12th grade students complete CTE Pathways at the following rate: 50%	Year 1 Difference: Data Pending
7	Both CTE & A-G Completion: The percentage of pupils who have successfully completed both types of courses (State Priority 4).	12th grade students in the 2023-24 school year successfully completed both CTE and A-G requirements at the following rate: 223/413 = 54% (data from Aeries)	12th grade students in the 2023-24 school year successfully completed both CTE and A-G requirements at the following rate: 223/413 = 54% (23-24 carry over, data pending)		12th grade students successfully complete both CTE and A-G requirements at the following rate: 75%	Year 1 Difference: Data Pending
8	Percentage of English Learners who made progress toward English Proficiency as measured by the ELPAC (State Priority 4).	50% of English learners made progress toward English language proficiency according to the 2023 English Learner Progress Indicator (ELPI).	47.4% of English learners made progress toward English language proficiency according to the 2023 English Learner Progress Indicator (ELPI).		60% of English Learners make progress towards English language proficiency as measured by the CA Dashboard English Learner Progress Indicator (ELPI).	Year 1 Difference: Decrease 2.6% ELPI
9	English learner reclassification rate.	In the 2022-2023 school year, the English learner reclassification rate was 12%. (data from Aeries/CALPADS)	In the 2024-2025 school year, the English learner reclassification rate was 14%. (data from Aeries/Data Quest)		Increase the English learner reclassification rate to 15% or higher.	Year 1 Difference: 2% increase of English Language Learner Reclassification

10	AP Exam passage rate	The AP passage rate in 2023 was 50.42%. (data from College Board)	The AP passage rate in 2023 was 50.42%. (data from College Board)		AP passage rate of 55%.	Year 1 Difference: Data Pending (AP College Board)
11	Early Assessment Program (EAP)- Percentage of pupils who demonstrate college preparedness.	2022-2023 MUSD 11th graders' EAP Readiness: ELA: 23.12% students were ready; 34.55% students were conditionally ready. Math: 13.58% students were ready; 12.27% students conditionally ready.	2024-2025 MUSD 11th graders' EAP Readiness: ELA: 26.0 % students were ready; 37.5% students were conditionally ready. Math: 16.2% students were ready; 13.7% students conditionally ready.		EAP Readiness Rates: ELA: 50% students ready; 75% of students conditionally ready Math: 40% of students ready; 30% of students conditionally ready	Year 1 Difference: An increase in students being ready or conditionally ready in ELA increased 5.83% An increase in students being ready or conditionally ready in Math increased 4.05%

Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Successes:

Action 1: We remained committed to class size reductions

Action 2, 6, 8 : All actions relative to staffing in order to address this goal were able to support the position of an educational data specialist, Educational Services Director and Interventionists at the elementary sites

Actions 3, 4, 5, 7, 9 & 10: Are all directly related to access and instruction within the classroom including successful implementation of supplemental instructional materials, open access to AP exams and summer institute, access to ongoing CTE pathways with a focus on completion of programs, use of Naviance academic planning 6th-12th grade, iReady for K-8 benchmark assessments, and commitment to our TK-12 one to one devices and access for all to wifi.

Challenges:

Staffing challenges resulted in a late start for the data specialist position. Staffing the intervention at the middle school level was also challenging and will continue to be a focus into next year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Budgeted expenditures as addressed in goal 1 will remain as planned, with the exception of a reduction in Action 9 (Naviance supplemental program). Adjusted amount will be reflected in additional funding to Action 1 (Early Literacy Targeted Support). We will continue to support each action as established.

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

Action 8: Interventionists along with site teachers and administration provided elementary students with access to targeted intervention services. Upon review of our annual CAASPP data, ELA and Math (State Priority 4) we saw continued improvement. 2024 CAASPP ELA: 53.9% of students met or exceeded the standard; 0.4 points above the standard (DFS). 2024 CAASPP Math: 39.5% of students met or exceeded the standard; 38 points below

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

As we continue to identify students who struggle academically, intervention programs will remain a high priority over the next three years, with a particular focus on unduplicated students. Upon review of needs over this past year, we will aim to attract and retain staff, including aides, tutors and training and incorporate curriculum in order to expand and support struggling students, with a strong emphasis on our English learners. We are committed to expanding intervention opportunities to our middle schools as well.

A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.

Actions

Action #	Title	Description	Total Funds	Contributing
1	Early Literacy Targeted Support	Support lower class size ratios at the primary grades to provide more personalized support for students to develop strong foundations in literacy and numeracy. This action will emphasize support for English learners, low income students, and students in foster care, and aligns with State Priority 4 (Pupil Achievement).	\$1,780,000.00	Yes
2	Data-Driven Systems	Fund educational Data Specialist to collect, organize, and analyze data, and to prepare reports for effective monitoring of progress towards LCAP goals, including student achievement. This action places an emphasis on the progress of English learners, low income students, and students in foster care, and aligns with State Priority 4 (Pupil Achievement).	\$100,000.00	Yes
3	Supplemental Instruction	This action provides school sites with funds to provide intervention, supplemental programs and materials, and professional development to meet the goals of the LCAP. This action places an emphasis on improving the academic achievement of students who are English learners, low income students, and students in foster care.	\$1,000,000.00	Yes
4	AP Summer Institute	This action provides support to ensure students have open access to higher level courses. Counselors and teachers will continue to advise and encourage students to participate in rigorous courses of study. Counselors will specifically encourage students who are English learners, low income, and students in foster care.	\$2,000.00	Yes
5	Differentiated Instruction and Progress Monitoring (i-Ready)	This action provides personalized support in ELA and math for students in grades K-8 through the use of the i-Ready program and diagnostic assessments. This action also includes the purchase of headsets which are essential for effective participation in the i-Ready program. This action will place an emphasis on supporting English learners, low income students, and students in foster care.	\$160,000.00	Yes
6	Instructional Delivery and Support Systems	This action provides an executive director to oversee all elementary and secondary education. The Director and support staff implement and monitor CTE, and college and career pathways for all students, and design and develop programs to support students, teachers, and counselors with a focus on providing access to English learners, low income students, and students in foster care. The executive director monitors and implements the LCAP, and supports the elementary school	\$450,000.00	Yes

		sites in improving the academic achievement of students. This action places an emphasis on supporting the academic achievement of English learners, low income students, and students in foster care.		
7	Technology: Access and Equity	This action supports the purchase of technology devices to help close the digital divide between unduplicated students and other student populations, and ensures that all students are assigned a laptop and have access to core and supplemental instructional programs. This action also provides funds to purchase wi-fi hotspots for families that do not have internet access at home. This action is particularly important for low income students who may not otherwise have access to a laptop and wi-fi at home.	\$560,000.00	Yes
8	Interventionists	This action provides funds to pay for 50% of elementary and middle school interventionists at each of the five elementary schools and the two middle schools. This action supports the implementation of targeted intervention for students who are struggling academically in ELA and/or math. This action also provides funds to pay for 50% of the intervention aides. The intervention programs provide critical support for our English learners, low income students, and students in foster care.	\$525,000.00	Yes
9	Naviance	This action provides funds to maintain the implementation of Naviance, a college/career counseling program that includes strategies for identifying, intervening, and monitoring students with varying academic pathways. The action provides essential support for students who are English learners, low income, or in foster care.	\$0.00	Yes
10	CTE Pathways	This action supports the development of Career Technical Education (CTE) pathways at the comprehensive high school to ensure that students have access to programs that include certifications to prepare for immediate entry into the workforce. The action provides crucial support for our students who are English learners, low income, and in foster care, who might not otherwise have access to these opportunities.	\$50,000.00	Yes

Goal

Goal #	Description	Type of Goal
2	Exemplary Educators	Focus Goal

State priorities addressed by this goal.

4, 2, 5, 1

An explanation of why the LEA has developed this goal.

This goal aligns with the MUSD Strategic Plan and focuses on the continuous improvement of our teachers and staff, the development of instructional expertise, and the refinement of instructional practices. Progress towards meeting this goal will be measured using the following metric:
Teacher Assignment Monitoring Outcomes (TAMO)

Measuring and Reporting Results

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
1	Teacher Assignment Monitoring Outcomes (TAMO): Teachers are appropriately assigned and fully credentialed in the subject areas, and, for the pupils they are teaching (State Priority 1).	According to the most recently reported TAMO (2021-22), 84.2% of teachers received a status of "Clear."	According to the most recently reported TAMO (2022-23), 87.7% of teachers received a status of "Clear."		At least 90% of teachers receive a status of "Clear" on the TAMO.	An increase of 3.5% of teachers receiving clear status

Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Successes:

Action 1,2,3: With access to supplemental support and materials, ongoing professional development and coaching staff across grade levels and specific areas of focus, we saw an increase in overall benchmark assessments, state assessments and redesignation of English Language Learners. CAASPP ELA and Math (State Priority 4). 2024 CAASPP ELA: 53.9% of students met or exceeded the standard; 0.4 points above the standard (DFS). 44% at grade level or above on Tri 2 i-Ready Diagnostic Reading Assessment (4% above mid year 23-24) and 35% at grade level or above on Tri 2 i-Ready Diagnostic Math Assessment (4% above mid year 23-24)

Challenges:

In alignment with the recommendation from the fiscal stabilization plan, reductions in force may have an impact on staffing

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Budgeted expenditures as addressed in goal 2 will remain. We will continue to support each action as established. Instructional supplemental support services, professional development and coach support will remain in place.

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

Action 3 : Learning coach along with site teachers and administration successfully navigated a comprehensive mathematics curriculum adoption across all grade levels. Coaches provided for the extra step in pacing, planning, assessments and ongoing review of materials throughout the year as the adoption was in the initial year.

Metric 1: We had a nominal improvement for this school year, and will continue to strategically place appropriately credentialed staff, with an emphasis in teaching in correlating subject areas based upon credential. We committed to professional development opportunities district wide. According to the most recently reported TAMO (2022-23), 87.7% of teachers received a status of "Clear", an improvement of just over 3% working toward our three year goal of 90%.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

As we navigated a very impactful reduction in force for this school year, there is a greater focus on strengthening our support with staff outside of the classroom and ensuring that we are focused on attracting and retaining appropriate staff with a clear emphasis on appropriate credentials.

A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.

Actions

Action #	Title	Description	Total Funds	Contributing
1	Supplemental Support Services	This action provides funds for the district to support students, teachers, instructional coaches, and administrators with targeted professional development, supplemental materials, and supplemental programs to improve the quality of teaching and learning in our educational program. The action places an emphasis on promoting the professional growth of teachers, and refining instructional practices to support students who are English learners, low income, or in foster care.	\$500,000.00	Yes

2	Professional Development	This action provides funds for four days of professional development for all teachers as part of the annual contractual calendar. The professional development focuses on refining instructional practices to improve the academic achievement of students who are English learners, Long-Term English Learners (LTELs), low income, or in foster care.	\$80,000.00	Yes
3	Instructional Coaches	This action provides funds for eight teachers who will be on special assignment to provide support at all school sites in ELA, math, and ELD. The instructional coaches will focus on promoting the professional growth of teachers, and work closely with site administrators to determine site-specific areas of concern. This action focuses on improving the academic achievement of students who are English learners, low income, or in foster care.	\$1,500,000.00	Yes

Goal

Goal #	Description	Type of Goal
3	Supportive, Inclusive, and Student-Centered School Cultures	Broad Goal

State priorities addressed by this goal.

5, 6

An explanation of why the LEA has developed this goal.

This goal aligns with the MUSD Strategic Plan and focuses on creating and maintaining school communities that provide positive, supportive, and caring relationships with students. This goal also emphasizes school cultures that foster students' curiosity and passions, within a welcoming and engaging school environment. Progress towards meeting this goal will be measured using the following metrics:

- Facility Inspection Tool (FIT);
- Attendance rate;
- Chronic absenteeism rate;
- Middle and high school dropout rates;
- High school graduation rate;
- Suspension and expulsion rates;
- California Healthy Kids Survey (CHKS) perceptions of school safety and connectedness;
- CA Dashboard Local Indicator 7;
- State Seal of Biliteracy rate;
- College course completion rate.

Measuring and Reporting Results

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
1	Facilities in "Good" Repair as measured by Facility Inspection Tool (FIT) (State Priority 1).	All schools received a FIT rating of "Good" in the 2023-24 school year.	All schools received a FIT rating of "Good" in the 2023-24 school year (current pending report July 2025).		All schools receive a FIT rating of "Good."	Year 1 Difference: Maintaining "Good" Fit Rating

2	Pupil engagement as measured by school attendance rate and chronic absenteeism rates.	The attendance rate for the 2023-24 school year (as of 5/16/24) is 94.0%. The chronic absenteeism rate for the 2023-24 school year (as of 5/16/24) is 8.8%. (data from Aeries/CALPADS)	The attendance rate for the 2024-25 school year is 94.2%. The chronic absenteeism rate for the 2024-25 school year is 14.88% **Please note Chronic Absenteeism as reported for 2023-24 is amended to 16.2% (CA Dashboard)		Achieve attendance rate of at least 95%. Maintain a chronic absenteeism rate below 10%.	Year 1 Difference: Attendance rate increase of 0.2% Chronic absenteeism increased 5.7%
3	Middle school and high school dropout rates.	There were no reported dropouts in the 2023-24 school year for students in middle or high school (as of 5/16/24).	There were no reported dropouts in the 2024-25 school year for students in middle or high school		Maintain zero dropouts in middle and high school.	Year 1 Difference: No Change, maintained zero dropout rate
4	High school graduation rate.	The graduation rate for the 2023-24 school year is 98.55% (407/413). (data from Aeries/CALPADS)	The graduation rate for the 2024-25 school year is 98.4% (375/381). (data from Aeries/CALPADS) Maintain a graduation rate of at least 98%		Maintain a graduation rate of at least 98%.	Year 1 Difference: At 98.4 percent (decreased difference of 0.1%); maintained 98% graduation rate goal
5	School climate as measured by suspension and expulsion rates.	In the 2023-24 school year, the suspension rate was 2.52% and the expulsion rate was 0.10%. (data from Aeries/CALPADS)	In the 2024-25 school year, the suspension rate was 2.61% and the expulsion rate was 0.02%		Maintain a suspension rate of 2.5% or lower. Maintain an expulsion rate of 0.1% or lower.	Year 1 Difference: Suspension rate was reduced by 0.11% Expulsion rate increased .08%
6	Student perception of school safety and connectedness as measured by the CA Dashboard Local Indicator.	According to the 2023 California Healthy Kids Survey: Elementary: 67% felt connected, 75% felt safe Secondary: 47% felt connected, 43% felt safe	According to the 2024-25 California Healthy Kids Survey: Elementary: 69% felt connected, 65% felt safe Secondary: 57% felt connected, 65% felt safe		As measured by the CHKS: 75% of elementary students feel connected to their school, and 80% feel safe. 60% of secondary students feel connected to their school, and 55% feel safe.	Year 1 Difference: Elementary: 2% increase in connectedness and 10% decrease in feeling safe Secondary: 10% increase in students feeling connected, 22% increase in students feeling safe on campus

7	Access to and enrollment in a broad course of study as measured by the CA Dashboard Local Indicator.	According to the 2023 CA Dashboard Local Indicator, "Access to a Broad Course of Study," students were determined to have access to, and are enrolled in, a broad course of study. This standard was met.	According to the 2024 CA Dashboard Local Indicator, "Access to a Broad Course of Study," students were determined to have access to, and are enrolled in, a broad course of study. This standard was met.		Continue to meet the standard of the Local Indicator, "Access to a Broad Course of Study," on the CA Dashboard.	Year 1: No Difference, maintained status
8	Other pupil outcomes- State Seal of Biliteracy and College credit courses completed.	In the 2023-24 school year, 20.8% of MHS graduates earned the State Seal of Biliteracy, and 49.3% of MHS graduates completed a college course.	In the 2024-25 school year, 32% of MHS graduates earned the State Seal of Biliteracy, and 49 % of MHS graduates completed a college course.		Maintain a level of at least 20% of MHS graduates earning the State Seal of Biliteracy. Maintain a level of at least 50% of MHS graduates completing a college course.	Year 1 Difference: Increase of 11.2% earning a seal of biliteracy, 0.3% increase in college course completion

Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Successes:

Our commitment to inclusive school cultures, along with the goal of community engagement were benchmarks in supporting actions related to this goal.

Action 1: We will continue to seek ways to incorporate art and this year continue to offer collaborative school productions, arts instruction and materials, instructional staff and music across our grade levels.

Action 6: Through the lens of Next Generation Science Standards, we continued to focus on a local partnership with providing environmentally aware, outdoor, hands-on garden science programming.

Action 3, 4, 5, 10: We remain committed to staffing support to address the needs of our students, with a focus on their social and emotional well being. Through site Assistant Principals in our 6-12 setting, counselors, social workers, wellness coordinator and director of student support services, we offer an expansive focus of monitoring, supporting and providing oversight and interventions for all of our students, with a particular emphasis on fragile learners.

Action 9: Across our campuses, our commitment to Positive Behavior Interventions and Supports remains on an upward trajectory, with a focus on understanding the the components and systems relative to Multi-Tiered Systems of Support

Challenges:

As we have navigated a fiscal stabilization plan, we were able to fulfill our staffing objectives relative to this goal, but this may face challenges as we move forward in our three year plan.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Budgeted expenditures as addressed in goal 3 will remain as planned with the exception of action 3 which will see the decrease of social workers, but maintain counselors in the K-12 setting. We will continue to support all other actions as established.

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

Action 4 & 10 : We saw an increase in access to nursing support at our campuses and expanded our access to secondary wellness centers on one of our middle school campuses. Action 2: We continue to benefit from ongoing enrollment and commitment to both Spanish and Mandarin dual programs, with our first students graduating class receiving a seal of biliteracy in the past year.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

We maintained our staffing positions and programs embedded in this goal, but with budget reduction recommendations from our fiscal stabilization plan, projected staffing may be impacted.

A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.

Actions

Action #	Title	Description	Total Funds	Contributing
1	Arts Integration and Staff	This action provides support for incorporating visual and performing arts into the educational program. The action increases and improves the school experience of our English learners, low income students, and students in foster care, by providing supportive, inclusive, and engaging learning experiences.	\$180,000.00	Yes
2	Dual Immersion	This action provides support for our Spanish and Mandarin dual immersion programs by paying 45% of dual immersion teacher salaries. The action will also support the purchase of supplemental materials, professional development, and conference attendance. This action supports the success of English learners (particularly those whose home language is Spanish or Mandarin) and low income students.	\$1,750,000.00	Yes
3	Counselors and Social Workers	This action supports the counseling programs by providing support for students who are chronically absent, or exhibit behavioral and social-emotional challenges. Additionally, students who are English learners, low income, or in foster care will receive guidance to ensure they are enrolled in the appropriate courses for the school year. Funds are likely to be provided through the Learning Recovery Emergency Block Grant (LREBG).	\$1,225,000.00	Yes
4	Student Wellness and Engagement	This action provides 40% of the salary for the Director of Student Services and the clerical support who oversee and monitor course offerings, enrollment, social-emotional well-being, and 504 plans. This action provides additional nursing support at sites to promote the health and wellbeing of all students, with an emphasis on students who are low income or in foster care. This action	\$271,000.00	Yes

		helps to ensure that English learners, low income students, and students in foster care receive essential support and are provided with the resources that will help them to succeed.		
5	At Promise Student Monitoring	This action provides assistant principals at the secondary schools, who provide direct support for students who are English learners, low income, or in foster care. Assistant principals support the academic and social-emotional well-being of students, oversee the implementation of LCAP goals and actions, and foster inclusive and engaging school cultures.	\$525,000.00	Yes
6	NGSS Support	This action provides supplemental programming to support students' mastery of the Next Generation Science Standards (NGSS). In particular, this action supports the expansion of the hands-on garden science program, which particularly benefits our students who are English learners, low income, or in foster care.	\$105,000.00	Yes
7	AP Testing Support	This action pays for the Advanced Placement (AP) exams for high school students. The action provides particular benefit for students who are English learners, low income, or in foster care who might otherwise not have access to the AP exams due to their cost.	\$85,000.00	Yes
8	AVID Program and Tutoring	This action provides support for the implementation of the AVID program at the middle and high schools, and free tutoring for academic support. The AVID program and AVID tutoring provide particular benefits for our students who are English learners, low income, or in foster care.	\$150,000.00	Yes
9	School Climate and Culture, PBIS	This action supports programs to improve the climate and culture of our schools. In particular, this action provides funding for continued implementation and development of our PBIS programs and the Monrovia Elementary Olympics. These programs provide valuable opportunities for students to build stronger connections within their schools, as well as across schools within our district. The action provides particular benefits for our students who are English learners, low income, or in foster care, who are more likely to experience a decreased sense of belonging to their school and with their classmates.	\$40,000.00	Yes
10	Wellness Center and Programs	This action provides funding for a Wellness Center Coordinator at Monrovia High School, who will oversee and monitor interventions to support the social-emotional well-being of students. The Coordinator provides screenings and case management for counseling and intervention. This action provides particular benefit to our students who are English learners, low income, or in foster care.	\$185,000.00	Yes
11	Femineer Program	This action provides funding for the expansion of the Femineer Program at our elementary and middle schools. The program provides hands-on engineering projects and encourages students to pursue STEM (science, technology, engineering, and math) in their education and careers. This action provides particular benefit to students who are English learners, low income, or in foster care, who might not otherwise have access or interest in STEM education.	\$45,000.00	Yes

Goal

Goal #	Description	Type of Goal
4	Engaged Parents, Families, and Community	Broad Goal

State priorities addressed by this goal.

3

An explanation of why the LEA has developed this goal.

This goal aligns with the MUSD Strategic Plan and focuses on increasing opportunities for parents to meaningfully participate with schools in ways that support students' successful learning and achievement. The goal also emphasizes establishing, expanding, and maintaining partnerships with community-based organizations and MUSD alumni. Progress towards meeting this goal will be measured using the following metric:
CA Dashboard Local Indicator 3

Measuring and Reporting Results

Metric #	Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
1	Parent input in decision making as measured by the CA Dashboard Local Indicator for Parent Involvement and Family Engagement (Priority 3).	We met the standard on the 2023 CA Dashboard Local Indicator, "Parent and Family Engagement."	We met the standard on the 2024 CA Dashboard Local Indicator, "Parent and Family Engagement."		Continue to meet the standard on the CA Dashboard Local Indicator, "Parent and Family Engagement."	Year 1 Difference: No Difference, maintained standard met

2	Parent participation in programs for unduplicated pupils as measured by the CA Dashboard Local Indicator for Parent Involvement and Family Engagement (Priority 3).	We met the standard on the 2023 CA Dashboard Local Indicator, "Parent and Family Engagement." On the 2023-24 LCAP Survey, 77% of parents indicated that they felt satisfied with the opportunities to participate in their child's education.	We met the standard on the 2024 CA Dashboard Local Indicator, "Parent and Family Engagement." On the 2023-24 LCAP Survey, 78% of parents indicated that they felt satisfied with the opportunities to participate in their child's education.		Continue to meet the standard on the CA Dashboard Local Indicator, "Parent and Family Engagement." Maintain at least 80% of parents indicating satisfaction with the opportunities to participate in their child's education as measured on the annual LCAP Survey.	Year 1 Difference: Parent and Family Engagement Indicator Maintained LCAP Survey of parent satisfaction increased (1%)
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Goal Analysis for 2024-2025

An analysis of how this goal was carried out in the previous year.

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

Successes:

Action 1: The role of the chief technology officer has resulted in maintaining the infrastructure of our one to one initiative, while coordinating with ed services departments to support instructional platforms, developing policy on safe practices online for students, including addressing the emerging challenges of AI and Chat platforms and also working with campuses to improve safety.

Action 2: The role of the public information officer has been a conduit for improving communication to families, expanding our social media presence and of particular, the need to reach out and be accessible to our families and staff affected by natural disasters this year resulting in school closures

Action 3: Our safety resource officer remains a critical part of pre-intervention and community support under our Multi-Tiered, Multi-Domain Systems of Support.

We continued to meet the standard on the 2024 CA Dashboard Local Indicator, Parent and Family Engagement, as well as seeing continued decrease in chronic attendance.

Challenges:

We continue to develop methods to increase family and community engagement, particularly in our secondary settings.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

Budgeted expenditures as addressed in goal 4 will remain as planned. We will continue to support each action as established. The roles of Technology Director, Public Information Officer and Safety Resource Officer will remain in place.

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

Parent and family engagement continues to be a point of focus and is embedded in our strategic plan and all school site single plans for student achievement. While we continue to meet requirements of engagement, improving strategies to strengthen partnerships with community and educational partners remains a high priority.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

No significant changes are planned, but there may be a recommendation to increase funding toward 21st century learning, in terms of expanding safe practices and expectations related to increasing social media access, and increased use of AI/VR and Chat programs.

A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.

Actions

Action #	Title	Description	Total Funds	Contributing
1	21st Century Learning	This action pays a portion of the salary of the Chief Technology Officer (CTO) and staff, who provide support for our educational technology programs. The CTO oversees and monitors professional development for teachers and staff to improve the use of technology to support student learning, engagement, and achievement. The action provides particular benefit to our students who are English learners, low income, or in foster care who might not otherwise have access to technology tools and platforms.	\$52,000.00	Yes
2	Student, Family, and Community Engagement	This action funds a Public Information Officer who provides support to increase and improve communication throughout the community, and to highlight positive aspects of our schools through social media platforms, contributing to increased sense of belonging and pride among students and staff. This action provides particular benefit to our students who are English learners, low income, or in foster care who often experience decreased levels of connectiveness and a sense of belonging with their schools.	\$150,000.00	Yes
3	Positive Community Connections	This action funds a School Resource Officer (SRO) to support increased and improved engagement with students, families and the community. The SRO provides education for students and families about preventing juvenile delinquency, promotes positive relationships between youth and law enforcement, collaboration with district counseling programs, and coordination with community resources. This action provides particular benefit to our students who are low income and in foster care, who historically have had weaker connections and trust with law enforcement and community resources.	\$95,000.00	Yes

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students for 2025-2026

Total Projected LCFF Supplemental and/or Concentration Grants	Projected Additional 15 percent LCFF Concentration Grant
\$9,812,993.00	

Required Percentage to Increase or Improve Services for the LCAP Year

Projected Percentage to Increase or Improve Services for the Coming School Year	LCFF Carryover — Percentage	LCFF Carryover — Dollar	Total Percentage to Increase or Improve Services for the Coming School Year
18.46%	0.00%		18.46%

The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.

Required Descriptions

LEA-wide and Schoolwide Actions

For each action being provided to an entire LEA or school, provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) for whom the action is principally directed, (2) how the action is designed to address the identified need(s) and why it is being provided on an LEA or schoolwide basis, and (3) the metric(s) used to measure the effectiveness of the action in improving outcomes for the unduplicated student group(s).

Goal and Action #(s)	Identified Need(s)	How the Action(s) Address Need(s) and Why it is Provided on an LEA-wide or Schoolwide Basis	Metric(s) to Monitor Effectiveness
Goal 1, Action 1	<p>Early Literacy Targeted Support Needs: Local ELA progress monitoring data shows unduplicated pupils ELA scores are in the lowest performance levels. The academic achievement in ELA of English learners and low income students remains lower than the overall achievement level of students. Ed. Partner feedback has been overwhelmingly in favor of smaller classes for students.</p>	<p>To address these needs we will be limiting the class sizes at the primary grades which will reduce the student-to-staff ratio and enable teachers to provide more targeted support for English learners and low income students.</p> <p>These actions will create an opportunity to significantly increase literacy rates for unduplicated students because they are designed to address their identified needs. However, these actions are being provided on an LEA-wide basis to maximize their impact in increasing overall instruction for all students.</p> <p>Support of lower class size ratios at the primary grades to provide more personalized support for students to develop strong foundations in literacy and numeracy. This action will emphasize support for English learners, low income students, and students in foster care, and aligns with State Priority 4 (Pupil Achievement)</p>	<p>CAASPP ELA scores i-Ready Reading Diagnostic results</p>
Goal 1, Action 2	<p>Data-Driven Systems Needs: Local ELA progress monitoring data shows unduplicated pupils ELA scores are in the lowest performance levels. English learner progress has not improved significantly. Approximately half of English learners did not make progress as measured by the ELPI on the California Dashboard.</p> <p>Teachers and administrators have emphasized the importance of data to monitor EL progress and make informed instructional decisions.</p>	<p>To address the needs we will provide a Data Specialist who will organize achievement data and provide reports to effectively monitor academic progress of unduplicated students and to guide instructional decisions to support the learning and their achievement. We will also purchase data warehousing software to organize reports and provide the capacity for disaggregation of data.</p> <p>These actions address the identified needs and will create an opportunity to significantly improve the achievement of unduplicated students. Although these actions are principally directed toward meeting the needs of our unduplicated students, they are being provided on an LEA-wide basis to maximize their impact on the achievement of all students.</p>	<p>English Learner Progress Indicator (ELPI). EL achievement on the CAASPP ELA EL achievement on the i-Ready diagnostic</p>

<p>Goal 1, Action 3</p>	<p>Identified Need: Supplemental Instruction Needs: The academic achievement in ELA of students who are English learners and low income has remained below the overall achievement level.</p> <p>Local ELA progress monitoring data shows unduplicated pupils ELA scores are in the lowest performance levels. The academic achievement in ELA of English learners and low income students remains lower than the overall achievement level of students. Ed. Partner feedback has been overwhelmingly in favor of providing intervention programs, supplemental services, and professional development to improve academic achievement and the school climate.</p>	<p>To address these needs, we will provide school sites with funds to determine the specific needs of their ELs and low income students, utilizing resources to provide targeted intervention and supplemental programs to support student learning and achievement. Sites will also provide professional development for teachers to refine instructional practices in ways that enhance student learning, achievement, and sense of safety and community.</p> <p>These actions will create an opportunity to improve the achievement of unduplicated students through targeted intervention, professional development, and supplemental programs. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement. Sites will also provide professional development for teachers to refine instructional practices in ways that enhance student learning and achievement.</p>	<p>CAASPP ELA i-Ready ELA Diagnostic Assessment</p>
<p>Goal 1, Action 4</p>	<p>Identified Need: AP Summer Institute Needs: Although participation in Advanced Placement courses has increased, the number of ELs and low income students who participate is lower than the overall average.</p> <p>Feedback from educational partners has emphasized the importance of increasing access to AP courses, with an emphasis on our unduplicated students.</p>	<p>To address this need, we will provide an AP Summer Institute for teachers that will assist them in preparing more unduplicated students to enroll in AP courses, and improve their performance on the AP exams. This action will create an opportunity to increase the enrollment of unduplicated students in AP courses through the professional development of our teachers. Although this action is principally directed at our unduplicated students, it is being provided at an LEA-wide basis to maximize impact on all student achievement.</p>	<p>AP enrollment AP exam passing rate</p>

<p>Goal 1, Action 5</p>	<p>Identified Need: Differentiated Instruction and Progress Monitoring Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. Performance in math remains low for several student subgroups, including English learners and low income students. Feedback from educational partners has emphasized the need for personalized academic support in both ELA and math that can be accessed by students while at home as well as at school.</p>	<p>To address this need, we will provide i-Ready personalized learning experiences in both ELA and Math for students in grades K-8, providing intervention for students who are below grade level, and acceleration for students who are ready to progress. We will also include the i-Ready diagnostic assessments that provide valuable data that guide instructional decisions to most effectively meet the needs of students. This action will provide headsets that are essential for students to utilize i-Ready and remain focused, while not distracting classmates.</p> <p>These actions will create an opportunity to improve the achievement of unduplicated students through personalized academic support and detailed diagnostic reports that guide instructional decisions. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>i-Ready ELA diagnostic i-Ready Math diagnostic CAASPP ELA CAASPP Math</p>
<p>Goal 1, Action 6</p>	<p>Identified Need: Instructional Delivery and Support Systems Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. Performance in math remains low for several student subgroups, including English learners and low income students. Feedback from educational partners has emphasized the need for effective monitoring and oversight of supplemental educational programs that support unduplicated students.</p>	<p>To address this need, we will provide an Executive Director of Educational Services and support staff to oversee and monitor supplemental educational programs including intervention, CTE, and other actions in our LCAP. This action helps ensure that students who are English learners, low income, or in foster care are making continuous academic growth.</p> <p>These actions will create an opportunity to improve the achievement of unduplicated students through maintaining the effectiveness of supplemental programs that provide academic support for students. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>CAASPP ELA and Math i-Ready ELA and Math ELPI</p>

<p>Goal 1, Action 7</p>	<p>Identified Need: 1-to-1 Chromebooks and Wi-Fi Hotspots Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. Performance in math remains low for several student subgroups, including English learners and low income students. English learner progress (as measured on the CA Dashboard on the ELPI) is just above 50%.</p> <p>Feedback from educational partners has emphasized the need for 1-to-1 technology that provides students with access to valuable instructional support resources both at school and at home.</p>	<p>To address this need, we will provide students with 1-to-1 technology devices that enable them to access personalized learning platforms, intervention, online tutoring, and supplemental instructional support both at school and at home. We will also provide Wi-Fi hotspots for students who do not have internet access at home.</p> <p>These actions will create an opportunity to improve the achievement of unduplicated students through increasing access to valuable instructional resources (e.g., i-Ready) while at school and at home.</p> <p>Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>ELPI CAASPP ELA and Math i-Ready ELA and Math</p>
<p>Goal 1, Action 8</p>	<p>Identified Need: Interventionists Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. Performance in math remains low for several student subgroups, including English learners and low income students.</p> <p>Feedback from educational partners consistently emphasizes the need for academic intervention programs to support students who are struggling in ELA and math. In particular, educational partners have emphasized the value of providing intervention during the school day.</p>	<p>To address this need, we will provide Interventionists and intervention aides at the elementary and middle schools to implement targeted academic intervention for students who are below grade level in ELA and math.</p> <p>These actions will create an opportunity to improve the achievement of unduplicated students through targeted intervention, professional development, and supplemental programs. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>CAASPP ELA and Math i-Ready ELA and Math</p>

Goal 1, Action 9	<p>Identified Need: Naviance</p> <p>Use of Naviance has helped to maintain a graduation rate of 94%. However, the percentage of students who are expected to complete A-G requirements decreased from 60% to 40% in the current year.</p> <p>Educational partner feedback has consistently emphasized the importance of ensuring college readiness of our students. Teachers, students, and administrators have described the Naviance program as a valuable resource to ensure successful completion of A-G requirements.</p>	<p>To address this need, we will provide Naviance, which guides and supports students in middle and high school to follow a successful path to prepare for college and career. Secondary counselors utilize Naviance to monitor and support students. This action will create an opportunity to increase A-G completion rates of our students through the personalized guidance and support provided by Naviance. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>High school A-G completion rate High school graduation rate</p>
Goal 1, Action 10	<p>Identified Need: CTE Pathways Needs:</p> <p>Although the number of students participating in CTE pathways increased significantly over the past three years, the number decreased slightly from last year to this year. Moreover, the percentage of English learners participating remained low.</p> <p>Feedback from educational partners has highlighted the importance of CTE pathways to improve college and career opportunities of our unduplicated students.</p>	<p>To address this need, we will improve and increase CTE pathways to provide students with opportunities to prepare for careers in high-need and high-interest areas. CTE pathways can be especially valuable for students who are English learners, low income, or in foster care, since they may not otherwise have these opportunities.</p> <p>These actions will create an opportunity to improve the college and career opportunities of unduplicated students through increased access to CTE pathways. Although this action is principally directed at unduplicated students, it is being provided on an school-wide basis to maximize the impact on all student achievement.</p>	<p>CTE enrollment rate CTE pathway completion rate % of English learners participating in CTE % of low income students participating in CTE</p>

<p>Goal 2, Action 1</p>	<p>Identified Need: Supplemental Support Services Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. Performance in math remains low for several student subgroups, including English learners and low income students. English learner progress has not improved significantly, remaining. Approximately half of English learners did not make progress as measured by the ELPI on the California Dashboard.</p> <p>Feedback from our educational partners has emphasized the need for district-wide programs that support unduplicated students' academic achievement, increase students' sense of safety and belonging, improve the quality of teaching and learning, and increase college and career opportunities.</p>	<p>To address these needs, we will provide district funds to support programs that improve academic support for students who are below grade level in ELA and math, increase support for English learners to progress towards reclassification, increase student engagement and sense of belonging, and increase access to college and career pathways..</p> <p>These actions will create an opportunity to improve the academic achievement of unduplicated students, their sense of safety and belonging, and increase the college and career opportunities through the implementation of district-level programs and resources that support these needs. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>CAASPP ELA and Math i-Ready ELA and Math Chronic absenteeism rate Suspension and expulsion rates English Learner Progress Indicator (ELPI)</p>
<p>Goal 2, Action 2</p>	<p>Identified Need: Professional Development Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. Performance in math remains low for several student subgroups, including English learners and low income students. English learner progress has not improved significantly, remaining. Approximately half of English learners did not make progress as measured by the ELPI on the California Dashboard. The percentage of students at the middle and high schools who feel a sense of connection and safety declined from the prior school year.</p> <p>Feedback from educational partners has emphasized the need for targeted professional development that supports the refinement of instructional practices that increase academic achievement and better meet the needs of our unduplicated students.</p>	<p>To address this need, we will provide certificated staff with four days of targeted professional development to refine instructional practices in ways that support increased academic achievement, increased progress of English learners towards reclassification, and improvements to student engagement.</p> <p>These actions will create an opportunity to improve the academic achievement and engagement of unduplicated students through improvements to teaching and learning that result from targeted professional development. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>CAASPP ELA and Math i-Ready ELA and Math California Healthy Kids Survey Chronic Absenteeism rate Suspension and expulsion rates</p>

<p>Goal 2, Action 3</p>	<p>Identified Need: Instructional Coaches Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. Performance in math remains low for several student subgroups, including English learners and low income students. English learner progress has not improved significantly, remaining. Approximately half of English learners did not make progress as measured by the ELPI on the California Dashboard.</p> <p>Educational partner feedback has emphasized the need for instructional specialists to provide support for teachers' professional growth and to oversee supplemental programs that can improve student learning and achievement and engagement.</p>	<p>To address this need, we will provide eight instructional specialists who will support teachers to refine instructional practices to better meet the needs of students who are below grade level in ELA and math, to increase English learners' progress towards reclassification, and to improve student engagement.</p> <p>These actions will create an opportunity to improve the academic achievement and engagement of unduplicated students through improvements to teaching and learning that result from instructional coaching and support. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>CAASPP ELA and Math i-Ready ELA and Math California Healthy Kids Survey</p>
<p>Goal 3, Action 1</p>	<p>Identified Need: Arts integration and Staff Needs: Although chronic absenteeism has decreased substantially over the past two years, the overall attendance rate remains below the goal of 96%. Moreover, a significant percentage of students at the middle and high schools report that they don't feel a sense of connection and safety at school.</p> <p>Feedback from educational partners have consistently emphasized the importance of providing arts programming to build student engagement, sense of community, academic achievement, and social-emotional well-being.</p>	<p>To address these needs, we will provide students with arts programs that increase student engagement, foster a sense of connection and community, improve social-emotional well-being, and enhance academic achievement. These actions will incorporate visual and performing arts into the educational program. The action increases and improves the school experience of our English learners, low income students, and students in foster care, by providing supportive, inclusive, and engaging learning experiences.</p> <p>These actions will create an opportunity to improve student engagement and sense of social emotional well-being through the implementation of arts programs. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>California Healthy Kids Survey Chronic absenteeism rate Attendance rate</p>

<p>Goal 3, Action 2</p>	<p>Identified Need: Dual Immersion Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. English learner progress has not improved significantly, remaining. Approximately half of English learners did not make progress as measured by the ELPI on the California Dashboard. Educational partner feedback has been overwhelmingly in favor of supporting our Spanish and Mandarin dual immersion programs.</p>	<p>To address these needs, we will provide support for our Spanish and Mandarin dual immersion programs which promote the academic achievement of English learners, increase their sense of community and belonging, and improve the level of student engagement.</p> <p>These actions will create an opportunity to improve the academic achievement, student engagement, and sense of social emotional well-being through participation in dual immersion programs. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement.</p>	<p>English Learner Progress Indicator (ELPI) CAASPP ELA for English Learners AAPPL (language assessment in Mandarin and Spanish)</p>
<p>Goal 3, Action 3</p>	<p>Identified Need: Counselors and Social Workers Needs: Parents, teachers, and staff continue to emphasize the importance of providing social-emotional learning and support for students. The percentage of students who participate in counseling services remains high. The percentage of students at the middle and high schools who feel a sense of connection and safety declined from the prior school year.</p> <p>Feedback from our educational partners consistently emphasizes the need to provide students with additional social-emotional support and resources for families. In particular, educational partners have been in favor of providing counselors and social workers to support students and families.</p>	<p>To address these needs, we will be providing counselors and social workers to directly support the social-emotional well-being of students, including: self management, coping skills, managing stress and anxiety, navigating friendships and conflicts, and connection to a variety of important resources for students and families.</p> <p>These actions will create an opportunity to increase student engagement and sense of social emotional well-being through the services and resources provided by our counselors and social workers. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student engagement and social-emotional well-being.</p>	<p>California Healthy Kids Survey Chronic absenteeism rate Attendance rate</p>

<p>Goal 3, Action 4</p>	<p>Identified Need: Student Wellness and Engagement Needs: The percentage of students who are expected to complete A-G requirements decreased from 60% to 40% in the current year. The suspension and expulsion rates have remained relatively low. The attendance rate remains below the goal of 96%. Moreover, a significant percentage of students at the middle and high schools report that they don't feel a sense of connection and safety at school.</p> <p>Educational partner feedback has emphasized the need to provide programs and resources to support student wellness and engagement.</p>	<p>To address these needs, we will provide a Director of Student Services who will support students to ensure effective programs that improve student engagement, sense of belonging, sense of safety, and successful progress towards graduation.</p> <p>These actions will create an opportunity to improve the student wellness and engagement of unduplicated students through programs and resources that address specific needs. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student wellness and engagement.</p>	<p>Graduation rate Suspension and expulsion rate Chronic absenteeism rate Attendance rate California Healthy Kids Survey</p>
<p>Goal 3, Action 5</p>	<p>Identified Need: At Promise Student Monitoring Needs: The percentage of students at the middle and high schools who feel a sense of connection and safety declined from the prior school year. Although the number of students participating in CTE pathways increased significantly over the past three years, the number decreased slightly from last year to this year. Moreover, the percentage of English learners participating remained low.</p>	<p>To address these needs, we will provide assistant principals who will directly support students to ensure academic success, sense of belonging and safety, engagement in learning, and successful pathways towards college and career.</p> <p>These actions will create an opportunity to improve the student achievement, wellness and engagement of unduplicated students through the effective oversight and implementation of programs and resources that address specific needs. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement, wellness and engagement.</p>	<p>Graduation rate CAASSP ELA and Math A-G completion rate California Healthy Kids Survey</p>
<p>Goal 3, Action 6</p>	<p>Identified Need: NGSS Support Needs: On the 2022-23 California Science Test (CAST), only 36.7% of students met or exceeded the standard.</p> <p>Feedback from educational partners emphasized the need for supplemental, hands-on science learning experiences for students, which have been especially beneficial for English learners, low income students, and students in foster care.</p>	<p>To address this need, we will provide students in K-8 with NGSS hands-on supplemental programs that support student learning and engagement with NGSS-based science. These supplemental programs are especially beneficial for English learners and low income students who might not otherwise have background knowledge and experience with science-related activities.</p> <p>These actions will create an opportunity to improve the student learning, engagement, and achievement in science, with particular benefits for unduplicated students. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all student achievement, wellness and engagement.</p>	<p>Percentage of students who meet or exceed the standard on the California Science Test (CAST)</p>

Goal 3, Action 7	<p>Identified Need: AP Testing Support</p> <p>Needs: Although participation in Advanced Placement courses has increased, the number of ELs and low income students who participate is lower than the overall average.</p> <p>Feedback from our educational partners emphasized the importance of increasing the access that unduplicated students have to advanced placement courses and exams.</p>	<p>To address this need, we will provide funds to cover all AP exam costs, removing financial barriers to access and equity. This action is especially important for low income students who might not otherwise have the opportunity to take the AP exam.</p> <p>These actions will create an opportunity to improve unduplicated students' access to AP courses and exams by removing financial barriers. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all students.</p>	Advanced Placement course enrollment Advanced Placement exam passing rates
Goal 3, Action 8	<p>Identified Need: AVID Program and Tutoring</p> <p>Needs: Although graduation rates have remained relatively high (94% in 2024), the percentage of students who are expected to complete A-G requirements decreased from 60% to 40% in the current year.</p> <p>Feedback from educational partners has emphasized the need for programs to support successful college and career preparedness. In particular, educational partners have been in favor of providing AVID programs and tutoring.</p>	<p>To address this need, we will provide AVID programs to support students in grades 6-12 in overcoming obstacles and achieving success. Students who participate in AVID graduate and attend college at higher rates.</p> <p>This action will create an opportunity to improve unduplicated students' access to successful college and career pathways through AVID programs and AVID tutoring. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all students.</p>	A-G completion rates Graduation rate
Goal 3, Action 9	<p>Identified Need: School Climate and Culture (PBIS)</p> <p>Needs: Parents, teachers, and staff continue to emphasize the importance of providing social-emotional learning and support for students. The percentage of students at the middle and high schools who feel a sense of connection and safety declined from the prior school year.</p> <p>Feedback from educational partners highlights the importance of building safe and inclusive school cultures. In particular, educational partners have been in favor of continuing the Monrovia Elementary Olympics, and building upon our PBIS programs.</p>	<p>To address this need, we will provide PBIS programs to help create a sense of belonging, safety, and positive spirit at school sites, and provide the Monrovia Elementary Olympics (MEOs) to give students an opportunity to build school spirit and positive morale. These actions are especially important for students who are English learners, low income, or in foster care, who might not otherwise have opportunities to feel a sense of belonging, connection, and safety.</p>	California Healthy Kids Survey Suspension and expulsion rates

<p>Goal 3, Action 10</p>	<p>Identified Need: Wellness Center and Programs Needs: Parents, teachers, and staff continue to emphasize the importance of providing social-emotional learning and support for students. The percentage of students who participate in counseling services remains high. The percentage of students at the middle and high schools who feel a sense of connection and safety declined from the prior school year.</p> <p>Feedback from educational partners emphasized the importance of providing support for students' social-emotional well-being. The Wellness Center and related programs have been highlighted by educational partners as providing valuable services for our unduplicated students.</p>	<p>To address this need, we will support the Wellness Center at the high school which will provide students with counseling, mental health resources, and opportunities to build healthy relationships with peers. This action is especially important for low income students and students in foster care, a significant percentage of whom have sought out social-emotional support.</p> <p>This action will create an opportunity to improve students' social-emotional well-being through services provided by the Wellness Center. Although this action is principally directed at unduplicated students, it is being provided on a school-wide basis to maximize the impact on all students at the high school.</p>	<p>California Healthy Kids Survey Suspension and expulsion rates</p>
<p>Goal 3, Action 11</p>	<p>Identified Need: Femineer Program Needs: On the 2022-23 California Science Test (CAST), only 36.7% of students met or exceeded the standard.</p> <p>Educational partner feedback has emphasized the importance of providing high-interest, hands-on STEM experiences for unduplicated students. In particular, the Femineer program has had a significant impact on students' interest in engineering and coding, and educational partners expressed an interest in building upon this program.</p>	<p>To address this need, we will provide the Femineer program for students in elementary and middle school. Students who participate in the Femineer program are more likely to feel motivated to pursue studies in science, technology, engineering, and math; moreover, students are more likely to feel engaged in their learning and achieve at higher levels in math and science. This action is especially important for students who are English learners, low income, or in foster care, who might not otherwise have opportunities to participate in high-interest STEM programs like Femineer.</p> <p>This action will create an opportunity to improve students' engagement, learning, and achievement in science and other STEM fields, through participation in the Femineer program. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all students' interest and achievement in STEM.</p>	<p>CAST results CAASPP math results Chronic absenteeism rate California Healthy Kids Survey</p>

<p>Goal 4, Action 1</p>	<p>Identified Need: 21st Century Learning Needs: The academic achievement of English learners and low income students remains below the overall average in ELA. Performance in math remains low for several student subgroups, including English learners and low income students. English learner progress (as measured on the CA Dashboard on the ELPI) is just above 50%.</p> <p>Feedback from our educational partners emphasized the importance of providing unduplicated students with access to educational technology programs. Moreover, educational partners emphasized the importance of utilizing technology to better connect students and families with school and district resources.</p>	<p>To address these needs, we will provide support for educational technology programs and for the effective maintenance of the 1-to-1 technology devices. This action enables students to access personalized learning platforms, intervention, online tutoring, and supplemental instructional support both at school and at home.</p> <p>This action will create an opportunity to improve students' learning and achievement through participation in educational technology programs provided both at school and at home. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all students' academic achievement.</p>	<p>CAASPP ELA and Math i-Ready ELA and Math ELPI</p>
<p>Goal 4, Action 2</p>	<p>Identified Need: Student, Family, and Community Engagement Needs: Parents have expressed that feeling connected to their child's school is a high priority. Moreover, the percentage of students at the middle and high schools who feel a sense of connection and safety declined from the prior school year.</p> <p>Feedback from educational partners has emphasized the importance of maintaining consistent and clear communication between the schools and families at home. Furthermore, educational partners have expressed significant appreciation of the communication provided by our Public Information Officer.</p>	<p>To address these needs, we will provide a Public Information Officer to maintain consistent communication with students, families, and the community about all that is going on in our schools. This action also highlights the success stories in our district, strengthening students' sense of connection, pride, and engagement with their schools.</p> <p>This action will create an opportunity to improve students' sense of connection to schools, and increase parent and family engagement through successful communication systems. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all students and families.</p>	<p>California Healthy Kids Survey LCAP Survey</p>

Goal 4, Action 3	<p>Identified Need: Positive Community Connections Needs: Parents and students have expressed that feeling connected to the school and the community is a high priority. Moreover, the percentage of students at the middle and high schools who feel a sense of connection and safety declined from the prior school year.</p> <p>Feedback from educational partners has emphasized the need to build connections between unduplicated students and the community. In particular, educational partners have expressed appreciation for our partnership with the Monrovia Police Department through our School Resource Officer program.</p>	<p>To address these needs, we will partner with the Monrovia Police Department to provide a School Resource Officer, strengthening confidence in the safety in our schools and in our community, and building a sense of connection and pride in our schools.</p> <p>This action will create an opportunity to improve students' sense of connection and safety at school and in the community. Although this action is principally directed at unduplicated students, it is being provided on an LEA-wide basis to maximize the impact on all students and families.</p>	Suspension and expulsion rates California Healthy Kids Survey LCAP survey
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Limited Actions

For each action being solely provided to one or more unduplicated student group(s), provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) being served, (2) how the action is designed to address the identified need(s), and (3) how the effectiveness of the action in improving outcomes for the unduplicated student group(s) will be measured.

Goal and Action #(s)	Identified Need(s)	How the Action(s) are Designed to Address Need(s)	Metric(s) to Monitor Effectiveness
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For any limited action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage, as applicable.

N/A

Additional Concentration Grant Funding

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

Concentration Grant funds will be allocated to increase the number of staff to provide additional academic support and intervention services at schools with an enrollment of unduplicated students that is greater than 55%. Only one school, Mayflower Elementary, has an unduplicated student count that is below 55%. All other elementary sites will maintain lower staff to student averages in the primary grades, and receive additional classified staff support to provide intervention for students, before, during and/or after school.

The additional staff support are aligned with the following LCAP Goals and Actions: Goal 1, Actions 1 and 8

Staff-to-student ratios by type of school and concentration of unduplicated students	Schools with a student concentration of 55 percent or less	Schools with a student concentration of greater than 55 percent
Staff-to-student ratio of classified staff providing direct services to students	Elementary Schools: 25.5 Middle Schools: N/A High Schools: N/A	Elementary Schools: 21.9 Middle Schools: N/A High Schools: N/A
Staff-to-student ratio of certificated staff providing direct services to students	Elementary Schools: 24.0 Middle Schools: N/A High Schools: N/A	Elementary Schools: 21.1 Middle Schools: N/A High Schools: N/A

Action Tables

2025-2026 Total Planned Expenditures Table

LCAP Year (Input)	1. Projected LCFF Base Grant (Input Dollar Amount)	2. Projected LCFF Supplemental and/or Concentration Grants (Input Dollar Amount)	3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1)	LCFF Carryover — Percentage (Input Percentage from Prior Year)	Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %)
2025-2026	\$53,149,508.00	\$9,812,993.00	18.46%	0.00%	18.46%

Totals:	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Total Personnel	Total Non-personnel
Totals:	\$11,565,000.00	\$0.00	\$0.00	\$0.00	\$11,565,000.00	\$8,656,250.00	\$2,908,750.00

Goal #	Action #	Action Title	Student Group(s)	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Time Span	Total Personnel	Total Non-personnel	LCFF Funds	Other State Funds	Local Funds	Federal Funds	Total Funds	Planned Percentage of Improved Services
1	1	Early Literacy Targeted Support	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, TK-3rd	August 2025-June 2026	\$1,780,000	\$0	\$1,780,000	\$0	\$0	\$0	\$1,780,000	0.00%
1	2	Data-Driven Systems	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	August 2025-June 2026	\$83,000	\$17,000	\$100,000	\$0	\$0	\$0	\$100,000	0.00%
1	3	Supplemental Instruction	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	August 2025 - June 2026	\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$1,000,000	0.00%
1	4	AP Summer Institute	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 9-12	July 2025-September 2026	\$0	\$2,000	\$2,000	\$0	\$0	\$0	\$2,000	0.00%
1	5	Differentiated Instruction and Progress Monitoring (i-Ready)	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, K-8	August 2025-June 2026	\$0	\$160,000	\$160,000	\$0	\$0	\$0	\$160,000	0.00%
1	6	Instructional Delivery and Support Systems	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, 6-12	August 2025-June 2026	\$450,000	\$0	\$450,000	\$0	\$0	\$0	\$450,000	0.00%

1	7	Technology: Access and Equity	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	August 2024-June 2025	\$0	\$560,000	\$560,000	\$0	\$0	\$0	\$560,000	0.00%
1	8	Interventionists	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, TK-5	August 2024-June 2025	\$525,000	\$0	\$525,000	\$0	\$0	\$0	\$525,000	0.00%
1	9	Naviance	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools, Specific Grade Spans, 6-12	August 2024-June 2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
1	10	CTE Pathways	All	Yes	Schoolwide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 9-12	August 2024-June 2025	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$50,000	0.00%
2	1	Supplemental Support Services	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	August 2025-June 2026	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$500,000	0.00%
2	2	Professional Development	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	August 2025-June 2026	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$80,000	0.00%
2	3	Instructional Coaches	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	August 2025-June 2026	\$1,500,000	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000	0.00%
3	1	Arts Integration and Staff	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	August 2025-June 2026	\$180,000	\$0	\$180,000	\$0	\$0	\$0	\$180,000	0.00%
3	2	Dual Immersion	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Schools, Plymouth Elementary, Monroe Elementary, Wild Rose School of Creative Arts, Clifton Middle School, and Santa Fe Computer Science Magnet School	August 2025-June 2026	\$1,750,000	\$0	\$1,750,000	\$0	\$0	\$0	\$1,750,000	0.00%

3	3	Counselors and Social Workers	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	August 2025-June 2026	\$1,200,000	\$25,000	\$1,225,000	\$0	\$0	\$0	\$1,225,000	0.00%
3	4	Student Wellness and Engagement	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	August 2025-June 2026	\$115,000	\$156,000	\$271,000	\$0	\$0	\$0	\$271,000	0.00%
3	5	At Promise Student Monitoring	All	Yes	Schoolwide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 6-12	August 2025-June 2026	\$525,000	\$0	\$525,000	\$0	\$0	\$0	\$525,000	0.00%
3	6	NGSS Support	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	August 2025-June 2026	\$0	\$105,000	\$105,000	\$0	\$0	\$0	\$105,000	0.00%
3	7	AP Testing Support	All	Yes	Schoolwide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 9-12	April 2026-June2026	\$0	\$85,000	\$85,000	\$0	\$0	\$0	\$85,000	0.00%
3	8	AVID Program and Tutoring	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, 6-12	August 2025-June 2026	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$150,000	0.00%
3	9	School Climate and Culture, PBIS	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	August 2025-June 2026	\$0	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	0.00%
3	10	Wellness Center and Programs	All	Yes	Schoolwide	Low Income, Foster Youth, English learner (EL)	Specific Schools, Monrovia High School	August 2025-June 2026	\$171,250	\$13,750	\$185,000	\$0	\$0	\$0	\$185,000	0.00%

3	11	Femineer Program	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Schools, Bradoaks Elementary Science Academy, Mayflower Elementary, Monroe Elementary, Plymouth Elementary, Wild Rose School of Creative Arts, Clifton Middle School, and Santa Fe Computer Science Magnet School	August 2025-June 2026	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$45,000	0.00%
4	1	21st Century Learning	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	August 2025-June 2026	\$52,000	\$0	\$52,000	\$0	\$0	\$0	\$52,000	0.00%
4	2	Student, Family, and Community Engagement	All	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	August 2025-June 2026	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$150,000	0.00%
4	3	Positive Community Connections	All	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	August 2025-June 2026	\$95,000	\$0	\$95,000	\$0	\$0	\$0	\$95,000	0.00%

2025-2026 Contributing Actions Table

1. Projected LCFF Base Grant	2. Projected LCFF Supplemental and/or Concentration Grants	3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1)	LCFF Carryover – Percentage (Percentage from prior year)	Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %)	4.Total Planned Contributing Expenditures (LCFF Funds)	5.Total Planned Percentage of Improved Services (%)	Planned Percentage to Increase or Improve Services for the Coming School Year (4 divided by 1, plus 5)	Totals by Type	Total LCFF Funds
\$53,149,508.00	\$9,812,993.00	18.46%	0.00% - No Carryover	18.46%	\$11,565,000.00	0.00%	21.76%	Total:	\$11,565,000.00
								LEA-wide Total:	\$10,720,000.00
								Limited Total:	
								Schoolwide Total:	\$845,000.00

Goal #	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions(LCFF Funds)	Planned Percentage of Improved Services (%)
1	1	Early Literacy Targeted Support	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, TK-3rd	\$1,780,000.00	0.00%
1	2	Data-Driven Systems	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	\$100,000.00	0.00%
1	3	Supplemental Instruction	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	\$1,000,000.00	0.00%
1	4	AP Summer Institute	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 9-12	\$2,000.00	0.00%
1	5	Differentiated Instruction and Progress Monitoring (i-Ready)	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, K-8	\$160,000.00	0.00%

1	6	Instructional Delivery and Support Systems	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, 6-12	\$450,000.00	0.00%
1	7	Technology: Access and Equity	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	\$560,000.00	0.00%
1	8	Interventionists	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, TK-5	\$525,000.00	0.00%
1	9	Naviance	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools, Specific Grade Spans, 6-12	\$0.00	0.00%
1	10	CTE Pathways	Yes	Schoolwide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 9-12	\$50,000.00	0.00%
2	1	Supplemental Support Services	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	\$500,000.00	0.00%
2	2	Professional Development	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	\$80,000.00	0.00%
2	3	Instructional Coaches	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	\$1,500,000.00	0.00%
3	1	Arts Integration and Staff	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	\$180,000.00	0.00%
3	2	Dual Immersion	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Schools, Plymouth Elementary, Monroe Elementary, Wild Rose School of Creative Arts, Clifton Middle School, and Santa Fe Computer Science Magnet School	\$1,750,000.00	0.00%
3	3	Counselors and Social Workers	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	\$1,225,000.00	0.00%
3	4	Student Wellness and Engagement	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	\$271,000.00	0.00%
3	5	At Promise Student Monitoring	Yes	Schoolwide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 6-12	\$525,000.00	0.00%
3	6	NGSS Support	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	\$105,000.00	0.00%
3	7	AP Testing Support	Yes	Schoolwide	English learner (EL), Foster Youth, Low Income	Specific Grade Spans, 9-12	\$85,000.00	0.00%

3	8	AVID Program and Tutoring	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	Specific Grade Spans, 6-12	\$150,000.00	0.00%
3	9	School Climate and Culture, PBIS	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	\$40,000.00	0.00%
3	10	Wellness Center and Programs	Yes	Schoolwide	Low Income, Foster Youth, English learner (EL)	Specific Schools, Monrovia High School	\$185,000.00	0.00%
3	11	Femineer Program	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	Specific Schools, Bradoaks Elementary Science Academy, Mayflower Elementary, Monroe Elementary, Plymouth Elementary, Wild Rose School of Creative Arts, Clifton Middle School, and Santa Fe Computer Science Magnet School	\$45,000.00	0.00%
4	1	21st Century Learning	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	\$52,000.00	0.00%
4	2	Student, Family, and Community Engagement	Yes	LEA-wide	English learner (EL), Foster Youth, Low Income	All Schools	\$150,000.00	0.00%
4	3	Positive Community Connections	Yes	LEA-wide	Low Income, Foster Youth, English learner (EL)	All Schools	\$95,000.00	0.00%

2024-2025 Annual Update Table

Totals:	Last Year's Total Planned Expenditures (Total Funds)	Total Estimated Actual Expenditures (Total Funds)
Totals:	\$12,285,000.00	\$10,932,909.00

Last Year's Goal#	Last Year's Action#	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures (Total Funds)	Estimated Actual Expenditures (Input Total Funds)
1	1	Early Literacy Targeted Support	Yes	\$1,750,000.00	\$3,683,085.00

1	2	Data-Driven Systems	Yes	\$100,000.00	\$75,570.00
1	3	Supplemental Instruction	Yes	\$1,000,000.00	\$890,941.00
1	4	AP Summer Institute	Yes	\$2,000.00	\$0.00
1	5	Differentiated Instruction and Progress Monitoring (i-Ready)	Yes	\$160,000.00	\$153,288.00
1	6	Instructional Delivery and Support Systems	Yes	\$450,000.00	\$360,930.00
1	7	Technology: Access and Equity	Yes	\$560,000.00	\$604,382.00
1	8	Interventionists	Yes	\$525,000.00	\$387,948.00
1	9	Naviance	Yes	\$30,000.00	\$0.00
1	10	CTE Pathways	Yes	\$50,000.00	\$49,962.00
2	1	Supplemental Support Services	Yes	\$500,000.00	\$207,301.00
2	2	Professional Development	Yes	\$800,000.00	\$382,052.00
2	3	Instructional Coaches	Yes	\$1,500,000.00	\$976,650.00
3	1	Arts Integration and Staff	Yes	\$180,000.00	\$126,986.00
3	2	Dual Immersion	Yes	\$1,750,000.00	\$1,487,671.00
3	3	Counselors and Social Workers	Yes	\$1,225,000.00	\$250,957.00
3	4	Student Wellness and Engagement	Yes	\$271,000.00	\$134,138.00
3	5	At Promise Student Monitoring	Yes	\$525,000.00	\$298,323.00
3	6	NGSS Support	Yes	\$105,000.00	\$105,050.00
3	7	AP Testing Support	Yes	\$85,000.00	\$164,328.00
3	8	AVID Program and Tutoring	Yes	\$150,000.00	\$84,859.00
3	9	School Climate and Culture, PBIS	Yes	\$40,000.00	\$54,717.00
3	10	Wellness Center and Programs	Yes	\$185,000.00	\$149,166.00
3	11	Femineer Program	Yes	\$45,000.00	\$13,093.00
4	1	21st Century Learning	Yes	\$52,000.00	\$26,146.00
4	2	Student, Family, and Community Engagement	Yes	\$150,000.00	\$169,341.00
4	3	Positive Community	Yes	\$95,000.00	\$96,025.00

2024-2025 Contributing Actions Annual Update Table

6.Estimated Actual LCFF Supplemental and/or Concentration Grants (Input Dollar Amount):	4.Total Planned Contributing Expenditures (LCFF Funds)	7.Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)	5.Total Planned Percentage of Improved Services (%)	8.Total Estimated Actual Percentage of Improved Services(%)	Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)
	\$11,285,000.00	\$10,932,909.00	\$352,091.00	0.00%	0.00%	0.00% - No Difference

Last Year's Goal#	Last Year's Action#	Prior Action/Service Title	Contributed to Increased or Improved Services?	Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)	Estimated Actual Expenditures for Contributing Actions(Input LCFF Funds)	Planned Percentage of Improved Services	Estimated Actual Percentage of Improved Services(Input Percentage)
1	1	Early Literacy Targeted Support	Yes	\$1,750,000.00	\$3,683,085.00	0.00%	0.00%
1	2	Data-Driven Systems	Yes	\$100,000.00	\$75,570.00	0.00%	0.00%
1	3	Supplemental Instruction	Yes	\$1,000,000.00	\$890,941.00	0.00%	0.00%
1	4	AP Summer Institute	Yes	\$2,000.00	\$0.00	0.00%	0.00%
1	5	Differentiated Instruction and Progress Monitoring (i-Ready)	Yes	\$160,000.00	\$153,288.00	0.00%	0.00%
1	6	Instructional Delivery and Support Systems	Yes	\$450,000.00	\$360,930.00	0.00%	0.00%
1	7	Technology: Access and Equity	Yes	\$560,000.00	\$604,382.00	0.00%	0.00%
1	8	Interventionists	Yes	\$525,000.00	\$387,948.00	0.00%	0.00%
1	9	Naviance	Yes	\$30,000.00	\$0.00	0.00%	0.00%
1	10	CTE Pathways	Yes	\$50,000.00	\$49,962.00	0.00%	0.00%
2	1	Supplemental Support Services	Yes	\$500,000.00	\$207,301.00	0.00%	0.00%
2	2	Professional Development	Yes	\$800,000.00	\$382,052.00	0.00%	0.00%

2	3	Instructional Coaches	Yes	\$1,500,000.00	\$976,650.00	0.00%	0.00%
3	1	Arts Integration and Staff	Yes	\$180,000.00	\$126,986.00	0.00%	0.00%
3	2	Dual Immersion	Yes	\$1,750,000.00	\$1,487,671.00	0.00%	0.00%
3	3	Counselors and Social Workers	Yes	\$225,000.00	\$250,957.00	0.00%	0.00%
3	4	Student Wellness and Engagement	Yes	\$271,000.00	\$134,138.00	0.00%	0.00%
3	5	At Promise Student Monitoring	Yes	\$525,000.00	\$298,323.00	0.00%	0.00%
3	6	NGSS Support	Yes	\$105,000.00	\$105,050.00	0.00%	0.00%
3	7	AP Testing Support	Yes	\$85,000.00	\$164,328.00	0.00%	0.00%
3	8	AVID Program and Tutoring	Yes	\$150,000.00	\$84,859.00	0.00%	0.00%
3	9	School Climate and Culture, PBIS	Yes	\$40,000.00	\$54,717.00	0.00%	0.00%
3	10	Wellness Center and Programs	Yes	\$185,000.00	\$149,166.00	0.00%	0.00%
3	11	Femineer Program	Yes	\$45,000.00	\$13,093.00	0.00%	0.00%
4	1	21st Century Learning	Yes	\$52,000.00	\$26,146.00	0.00%	0.00%
4	2	Student, Family, and Community Engagement	Yes	\$150,000.00	\$169,341.00	0.00%	0.00%
4	3	Positive Community Connections	Yes	\$95,000.00	\$96,025.00	0.00%	0.00%

2024-2025 LCFF Carryover Table

9. Estimated Actual LCFF Base Grant (Input Dollar Amount)	6. Estimated Actual LCFF Supplemental and/or Concentration Grants	LCFF Carryover – Percentage (Percentage from prior year)	10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)	7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds)	8. Total Estimated Actual Percentage of Improved Services (%)	11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)	12. LCFF Carryover – Dollar Amount (Subtract 11 from 10 and multiply by 9)	13. LCFF Carryover – Percentage (12 divided by 9)
		3.56%	3.56%	\$10,932,909.00	0.00%	0.00%	- No Carryover	0.00% - No Carryover

Local Control and Accountability Plan Instructions

[Plan Summary](#)

[Engaging Educational Partners](#)

[Goals and Actions](#)

[Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students](#)

For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education's (CDE's) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at LCFF@cde.ca.gov.

Introduction and Instructions

The Local Control Funding Formula (LCFF) requires local educational agencies (LEAs) to engage their local educational partners in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have 10 state priorities). LEAs document the results of this planning process in the LCAP using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the California School Dashboard (California *Education Code* [EC] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.
- **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (EC Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.
- **Accountability and Compliance:** The LCAP serves an important accountability function because the nature of some LCAP template sections require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:
 - Demonstrating that LEAs are increasing or improving services for foster youth, English learners, including long-term English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (EC Section 52064[b][4-6]).

- Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (*EC* sections 52064[b][1] and [2]).
 - **NOTE:** As specified in *EC* Section 62064(b)(1), the LCAP must provide a description of the annual goals, for all pupils and each subgroup of pupils identified pursuant to *EC* Section 52052, to be achieved for each of the state priorities. Beginning in 2023–24, *EC* Section 52052 identifies long-term English learners as a separate and distinct pupil subgroup with a numerical significance at 15 students.
- Annually reviewing and updating the LCAP to reflect progress toward the goals (*EC* Section 52064[b][7]).
- Ensuring that all increases attributable to supplemental and concentration grant calculations, including concentration grant add-on funding and/or LCFF carryover, are reflected in the LCAP (*EC* sections 52064[b][6], [8], and [11]).

The LCAP template, like each LEA’s final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which must: (a) reflect comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the California School Dashboard (Dashboard), (b) through meaningful engagement with educational partners that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a tool for engaging educational partners.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity’s budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2024–25, 2025–26, and 2026–27 school years reflects statutory changes made through Senate Bill 114 (Committee on Budget and Fiscal Review), Chapter 48, Statutes of 2023 and Senate Bill 153, Chapter 38, Statutes of 2024.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing for students in transitional kindergarten through grade twelve (TK–12), but also allow educational partners to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA’s diverse educational partners and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and educational partner engagement functions:

Given present performance across the state priorities and on indicators in the Dashboard, how is the LEA using its budgetary resources to respond to TK–12 student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics and actions which, based on research, experience, and input gathered from educational partners, the LEA believes will have the biggest impact on behalf of its TK–12 students.

These instructions address the requirements for each section of the LCAP but may include information about effective practices when developing the LCAP and completing the LCAP document. Additionally, the beginning of each template section includes information emphasizing the purpose that section serves.

Plan Summary

Purpose

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA's community as well as relevant information about student needs and performance. In order to present a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included throughout each subsequent section of the LCAP.

Requirements and Instructions

General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA. LEAs may also provide information about their strategic plan, vision, etc.

Briefly describe the LEA, its schools, and its students in grades TK–12, as applicable to the LEA.

- For example, information about an LEA in terms of geography, enrollment, employment, the number and size of specific schools, recent community challenges, and other such information the LEA may wish to include can enable a reader to more fully understand the LEA's LCAP.
- LEAs may also provide information about their strategic plan, vision, etc.
- As part of this response, identify all schools within the LEA receiving Equity Multiplier funding.

Reflections: Annual Performance

A reflection on annual performance based on a review of the California School Dashboard (Dashboard) and local data.

Reflect on the LEA's annual performance on the Dashboard and local data. This may include both successes and challenges identified by the LEA during the development process.

LEAs are encouraged to highlight how they are addressing the identified needs of student groups, and/or schools within the LCAP as part of this response.

As part of this response, the LEA must identify the following, which will remain unchanged during the three-year LCAP cycle:

- Any school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard;

- Any student group within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard; and/or
- Any student group within a school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.

EC Section 52064.4 requires that an LEA that has unexpended Learning Recovery Emergency Block Grant (LREBG) funds must include one or more actions funded with LREBG funds within the 2025-26, 2026-27 and 2027-28 LCAPs, as applicable to the LEA. To implement the requirements of *EC* Section 52064.4, all LEAs must do the following:

- For the 2025–26, 2026–27, and 2027–28 LCAP years, identify whether or not the LEA has unexpended LREBG funds for the applicable LCAP year.
 - If the LEA has unexpended LREBG funds the LEA must provide the following:
 - The goal and action number for each action that will be funded, either in whole or in part, with LREBG funds; and
 - An explanation of the rationale for selecting each action funded with LREBG funds. This explanation must include:
 - An explanation of how the action is aligned with the allowable uses of funds identified in [EC Section 32526\(c\)\(2\)](#); and
 - An explanation of how the action is expected to address the area(s) of need of students and schools identified in the needs assessment required by [EC Section 32526\(d\)](#).
 - For information related to the allowable uses of funds and the required needs assessment, please see the Program Information tab on the [LREBG Program Information](#) web page.
 - Actions may be grouped together for purposes of these explanations.
 - The LEA may provide these explanations as part of the action description rather than as part of the Reflections: Annual Performance.
 - If the LEA does not have unexpended LREBG funds, the LEA is not required to conduct the needs assessment required by *EC* Section 32526(d), to provide the information identified above or to include actions funded with LREBG funds within the 2025-26, 2026-27 and 2027-28 LCAPs.

Reflections: Technical Assistance

As applicable, a summary of the work underway as part of technical assistance.

Annually identify the reason(s) the LEA is eligible for or has requested technical assistance consistent with *EC* sections 47607.3, 52071, 52071.5, 52072, or 52072.5, and provide a summary of the work underway as part of receiving technical assistance. The most common form of this technical assistance is frequently referred to as Differentiated Assistance, however this also includes LEAs that have requested technical assistance from their COE.

- If the LEA is not eligible for or receiving technical assistance, the LEA may respond to this prompt as “Not Applicable.”

Comprehensive Support and Improvement

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

Schools Identified

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

- Identify the schools within the LEA that have been identified for CSI.

Support for Identified Schools

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

- Describe how the LEA has or will support the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

Monitoring and Evaluating Effectiveness

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

- Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

Engaging Educational Partners

Purpose

Significant and purposeful engagement of parents, students, educators, and other educational partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such engagement should support comprehensive strategic planning, particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the Dashboard, accountability, and improvement across the state priorities and locally identified priorities (*EC* Section 52064[e][1]). Engagement of educational partners is an ongoing, annual process.

This section is designed to reflect how the engagement of educational partners influenced the decisions reflected in the adopted LCAP. The goal is to allow educational partners that participated in the LCAP development process and the broader public to understand how the LEA

engaged educational partners and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

Requirements

School districts and COEs: [EC Section 52060\(g\)](#) and [EC Section 52066\(g\)](#) specify the educational partners that must be consulted when developing the LCAP:

- Teachers,
- Principals,
- Administrators,
- Other school personnel,
- Local bargaining units of the LEA,
- Parents, and
- Students

A school district or COE receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

Before adopting the LCAP, school districts and COEs must share it with the applicable committees, as identified below under Requirements and Instructions. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP.

Charter schools: [EC Section 47606.5\(d\)](#) requires that the following educational partners be consulted with when developing the LCAP:

- Teachers,
- Principals,
- Administrators,
- Other school personnel,
- Parents, and
- Students

A charter school receiving Equity Multiplier funds must also consult with educational partners at the school generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for the school.

The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals. Information and resources that support effective engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the [CDE's LCAP webpage](#).

Before the governing board/body of an LEA considers the adoption of the LCAP, the LEA must meet the following legal requirements:

- For school districts, see [Education Code Section 52062](#);
 - **Note:** Charter schools using the LCAP as the School Plan for Student Achievement must meet the requirements of *EC* Section 52062(a).
- For COEs, see [Education Code Section 52068](#); and
- For charter schools, see [Education Code Section 47606.5](#).
- **NOTE:** As a reminder, the superintendent of a school district or COE must respond, in writing, to comments received by the applicable committees identified in the *Education Code* sections listed above. This includes the parent advisory committee and may include the English learner parent advisory committee and, as of July 1, 2024, the student advisory committee, as applicable.

Instructions

Respond to the prompts as follows:

A summary of the process used to engage educational partners in the development of the LCAP.

School districts and county offices of education must, at a minimum, consult with teachers, principals, administrators, other school personnel, local bargaining units, parents, and students in the development of the LCAP.

Charter schools must, at a minimum, consult with teachers, principals, administrators, other school personnel, parents, and students in the development of the LCAP.

An LEA receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

Complete the table as follows:

Educational Partners

Identify the applicable educational partner(s) or group(s) that were engaged in the development of the LCAP.

Process for Engagement

Describe the engagement process used by the LEA to involve the identified educational partner(s) in the development of the LCAP. At a minimum, the LEA must describe how it met its obligation to consult with all statutorily required educational partners, as applicable to the type of LEA.

- A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with educational partners. A response may also include information about an LEA's philosophical approach to engaging its educational partners.

- An LEA receiving Equity Multiplier funds must also include a summary of how it consulted with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

A description of how the adopted LCAP was influenced by the feedback provided by educational partners.

Describe any goals, metrics, actions, or budgeted expenditures in the LCAP that were influenced by or developed in response to the educational partner feedback.

- A sufficient response to this prompt will provide educational partners and the public with clear, specific information about how the engagement process influenced the development of the LCAP. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP.
- An LEA receiving Equity Multiplier funds must include a description of how the consultation with educational partners at schools generating Equity Multiplier funds influenced the development of the adopted LCAP.
- For the purposes of this prompt, this may also include, but is not necessarily limited to:
 - Inclusion of a goal or decision to pursue a Focus Goal (as described below)
 - Inclusion of metrics other than the statutorily required metrics
 - Determination of the target outcome on one or more metrics
 - Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
 - Inclusion of action(s) or a group of actions
 - Elimination of action(s) or group of actions
 - Changes to the level of proposed expenditures for one or more actions
 - Inclusion of action(s) as contributing to increased or improved services for unduplicated students
 - Analysis of effectiveness of the specific actions to achieve the goal
 - Analysis of material differences in expenditures
 - Analysis of changes made to a goal for the ensuing LCAP year based on the annual update process
 - Analysis of challenges or successes in the implementation of actions

Goals and Actions

Purpose

Well-developed goals will clearly communicate to educational partners what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal must be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to educational partners and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs must consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard, in determining whether and how to prioritize its goals within the LCAP. As previously stated, strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students, and to address and reduce disparities in opportunities and outcomes between student groups indicated by the Dashboard.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

- **Focus Goal:** A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
 - All Equity Multiplier goals must be developed as focus goals. For additional information, see Required Focus Goal(s) for LEAs Receiving Equity Multiplier Funding below.
- **Broad Goal:** A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- **Maintenance of Progress Goal:** A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

Requirement to Address the LCFF State Priorities

At a minimum, the LCAP must address all LCFF priorities and associated metrics articulated in *EC* sections 52060(d) and 52066(d), as applicable to the LEA. The [LCFF State Priorities Summary](#) provides a summary of *EC* sections 52060(d) and 52066(d) to aid in the development of the LCAP.

Respond to the following prompts, as applicable:

Focus Goal(s)

Description

The description provided for a Focus Goal must be specific, measurable, and time bound.

- An LEA develops a Focus Goal to address areas of need that may require or benefit from a more specific and data intensive approach.

- The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.

Type of Goal

Identify the type of goal being implemented as a Focus Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain why the LEA has chosen to prioritize this goal.

- An explanation must be based on Dashboard data or other locally collected data.
- LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.
- LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

Required Focus Goal(s) for LEAs Receiving Equity Multiplier Funding

Description

LEAs receiving Equity Multiplier funding must include one or more focus goals for each school generating Equity Multiplier funding. In addition to addressing the focus goal requirements described above, LEAs must adhere to the following requirements.

Focus goals for Equity Multiplier schoolsites must address the following:

- (A) All student groups that have the lowest performance level on one or more state indicators on the Dashboard, and
- (B) Any underlying issues in the credentialing, subject matter preparation, and retention of the school's educators, if applicable.
- Focus Goals for each and every Equity Multiplier schoolsite must identify specific metrics for each identified student group, as applicable.
- An LEA may create a single goal for multiple Equity Multiplier schoolsites if those schoolsites have the same student group(s) performing at the lowest performance level on one or more state indicators on the Dashboard or, experience similar issues in the credentialing, subject matter preparation, and retention of the school's educators.
 - When creating a single goal for multiple Equity Multiplier schoolsites, the goal must identify the student groups and the performance levels on the Dashboard that the Focus Goal is addressing; or,

- The common issues the schoolsites are experiencing in credentialing, subject matter preparation, and retention of the school's educators, if applicable.

Type of Goal

Identify the type of goal being implemented as an Equity Multiplier Focus Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain why the LEA has chosen to prioritize this goal.

- An explanation must be based on Dashboard data or other locally collected data.
- LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.
- LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.
- In addition to this information, the LEA must also identify:
 - The school or schools to which the goal applies

LEAs are encouraged to approach an Equity Multiplier goal from a wholistic standpoint, considering how the goal might maximize student outcomes through the use of LCFF and other funding in addition to Equity Multiplier funds.

- Equity Multiplier funds must be used to supplement, not supplant, funding provided to Equity Multiplier schoolsites for purposes of the LCFF, the Expanded Learning Opportunities Program (ELO-P), the Literacy Coaches and Reading Specialists (LCRS) Grant Program, and/or the California Community Schools Partnership Program (CCSPP).
- This means that Equity Multiplier funds must not be used to replace funding that an Equity Multiplier schoolsite would otherwise receive to implement LEA-wide actions identified in the LCAP or that an Equity Multiplier schoolsite would otherwise receive to implement provisions of the ELO-P, the LCRS, and/or the CCSPP.

Note: [EC Section 42238.024\(b\)\(1\)](#) requires that Equity Multiplier funds be used for the provision of evidence-based services and supports for students. Evidence-based services and supports are based on objective evidence that has informed the design of the service or support and/or guides the modification of those services and supports. Evidence-based supports and strategies are most commonly based on educational research and/or metrics of LEA, school, and/or student performance.

Broad Goal

Description

Describe what the LEA plans to achieve through the actions included in the goal.

- The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal.
- The goal description organizes the actions and expected outcomes in a cohesive and consistent manner.
- A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

Type of Goal

Identify the type of goal being implemented as a Broad Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

Maintenance of Progress Goal

Description

Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP.

- Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP.
- The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with educational partners, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

Type of Goal

Identify the type of goal being implemented as a Maintenance of Progress Goal.

State Priorities addressed by this goal.

Identify each of the state priorities that this goal is intended to address.

An explanation of why the LEA has developed this goal.

Explain how the actions will sustain the progress exemplified by the related metrics.

Measuring and Reporting Results:

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes.

- LEAs must identify metrics for specific student groups, as appropriate, including expected outcomes that address and reduce disparities in outcomes between student groups.
- The metrics may be quantitative or qualitative; but at minimum, an LEA's LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year, as applicable to the type of LEA.
- To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant local indicator self-reflection tools within the Dashboard.
- **Required metrics for LEA-wide actions:** For each action identified as 1) contributing towards the requirement to increase or improve services for foster youth, English learners, including long-term English learners, and low-income students and 2) being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of the action and its budgeted expenditures.
 - These required metrics may be identified within the action description or the first prompt in the increased or improved services section, however the description must clearly identify the metric(s) being used to monitor the effectiveness of the action and the action(s) that the metric(s) apply to.
- **Required metrics for Equity Multiplier goals:** For each Equity Multiplier goal, the LEA must identify:
 - The specific metrics for each identified student group at each specific schoolsite, as applicable, to measure the progress toward the goal, and/or
 - The specific metrics used to measure progress in meeting the goal related to credentialing, subject matter preparation, or educator retention at each specific schoolsite.
- **Required metrics for actions supported by LREBG funds:** To implement the requirements of *EC* Section 52064.4, LEAs with unexpended LREBG funds must include at least one metric to monitor the impact of each action funded with LREBG funds included in the goal.
 - The metrics being used to monitor the impact of each action funded with LREBG funds are not required to be new metrics; they may be metrics that are already being used to measure progress towards goals and actions included in the LCAP.

Complete the table as follows:

Metric

- Enter the metric number.

Metric

- Identify the standard of measure being used to determine progress towards the goal and/or to measure the effectiveness of one or more actions associated with the goal.

Baseline

- Enter the baseline when completing the LCAP for 2024–25.
 - Use the most recent data associated with the metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2023 Dashboard for the baseline of a metric only if that data represents the most recent available data (e.g., high school graduation rate).
 - Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS.
 - Indicate the school year to which the baseline data applies.
 - The baseline data must remain unchanged throughout the three-year LCAP.
 - This requirement is not intended to prevent LEAs from revising the baseline data if it is necessary to do so. For example, if an LEA identifies that its data collection practices for a particular metric are leading to inaccurate data and revises its practice to obtain accurate data, it would also be appropriate for the LEA to revise the baseline data to align with the more accurate data process and report its results using the accurate data.
 - If an LEA chooses to revise its baseline data, then, at a minimum, it must clearly identify the change as part of its response to the description of changes prompt in the Goal Analysis for the goal. LEAs are also strongly encouraged to involve their educational partners in the decision of whether or not to revise a baseline and to communicate the proposed change to their educational partners.
 - Note for Charter Schools: Charter schools developing a one- or two-year LCAP may identify a new baseline each year, as applicable.

Year 1 Outcome

- When completing the LCAP for 2025–26, enter the most recent data available. Indicate the school year to which the data applies.

- Note for Charter Schools: Charter schools developing a one-year LCAP may provide the Year 1 Outcome when completing the LCAP for both 2025–26 and 2026–27 or may provide the Year 1 Outcome for 2025–26 and provide the Year 2 Outcome for 2026–27.

Year 2 Outcome

- When completing the LCAP for 2026–27, enter the most recent data available. Indicate the school year to which the data applies.
 - Note for Charter Schools: Charter schools developing a one-year LCAP may identify the Year 2 Outcome as not applicable when completing the LCAP for 2026–27 or may provide the Year 2 Outcome for 2026–27.

Target for Year 3 Outcome

- When completing the first year of the LCAP, enter the target outcome for the relevant metric the LEA expects to achieve by the end of the three-year LCAP cycle.
 - Note for Charter Schools: Charter schools developing a one- or two-year LCAP may identify a Target for Year 1 or Target for Year 2, as applicable.

Current Difference from Baseline

- When completing the LCAP for 2025–26 and 2026–27, enter the current difference between the baseline and the yearly outcome, as applicable.
 - Note for Charter Schools: Charter schools developing a one- or two-year LCAP will identify the current difference between the baseline and the yearly outcome for Year 1 and/or the current difference between the baseline and the yearly outcome for Year 2, as applicable.

Timeline for school districts and COEs for completing the “**Measuring and Reporting Results**” part of the Goal.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Target for Year 3 Outcome	Current Difference from Baseline
Enter information in this box when completing the LCAP for 2024–25 or when adding a new metric.	Enter information in this box when completing the LCAP for 2024–25 or when adding a new metric.	Enter information in this box when completing the LCAP for 2025–26 . Leave blank until then.	Enter information in this box when completing the LCAP for 2026–27 . Leave blank until then.	Enter information in this box when completing the LCAP for 2024–25 or when adding a new metric.	Enter information in this box when completing the LCAP for 2025–26 and 2026–27 . Leave blank until then.

Goal Analysis:

Enter the LCAP Year.

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective towards achieving the goal. “Effective” means the degree to which the planned actions were successful in producing the target result. Respond to the prompts as instructed.

Note: When completing the 2024–25 LCAP, use the 2023–24 Local Control and Accountability Plan Annual Update template to complete the Goal Analysis and identify the Goal Analysis prompts in the 2024–25 LCAP as “Not Applicable.”

A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

- Describe the overall implementation of the actions to achieve the articulated goal, including relevant challenges and successes experienced with implementation.
 - Include a discussion of relevant challenges and successes experienced with the implementation process.
 - This discussion must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.

A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

- Describe the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal. “Effectiveness” means the degree to which the actions were successful in producing the target result and “ineffectiveness” means that the actions did not produce any significant or targeted result.
 - In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal.
 - When responding to this prompt, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.
 - Beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period.

A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.
 - As noted above, beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period. For actions that have been identified as ineffective, the LEA must identify the ineffective action and must include a description of the following:
 - The reasons for the ineffectiveness, and
 - How changes to the action will result in a new or strengthened approach.

Actions:

Complete the table as follows. Add additional rows as necessary.

Action

- Enter the action number.

Title

- Provide a short title for the action. This title will also appear in the action tables.

Description

- Provide a brief description of the action.
 - For actions that contribute to meeting the increased or improved services requirement, the LEA may include an explanation of how each action is principally directed towards and effective in meeting the LEA's goals for unduplicated students, as described in the instructions for the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section.
 - As previously noted, for each action identified as 1) contributing towards the requirement to increase or improve services for foster youth, English learners, including long-term English learners, and low-income students and 2) being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of the action and its budgeted expenditures.
 - These required metrics may be identified within the action description or the first prompt in the increased or improved services section; however, the description must clearly identify the metric(s) being used to monitor the effectiveness of the action and the action(s) that the metric(s) apply to.

Total Funds

- Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the action tables.

Contributing

- Indicate whether the action contributes to meeting the increased or improved services requirement as described in the Increased or Improved Services section using a “Y” for Yes or an “N” for No.
 - **Note:** for each such contributing action, the LEA will need to provide additional information in the Increased or Improved Services section to address the requirements in *California Code of Regulations*, Title 5 [5 CCR] Section 15496 in the Increased or Improved Services section of the LCAP.

Actions for Foster Youth: School districts, COEs, and charter schools that have a numerically significant foster youth student subgroup are encouraged to include specific actions in the LCAP designed to meet needs specific to foster youth students.

Required Actions

For English Learners and Long-Term English Learners

- LEAs with 30 or more English learners and/or 15 or more long-term English learners must include specific actions in the LCAP related to, at a minimum:
 - Language acquisition programs, as defined in *EC* Section 306, provided to students, and
 - Professional development for teachers.
 - If an LEA has both 30 or more English learners and 15 or more long-term English learners, the LEA must include actions for both English learners and long-term English learners.

For Technical Assistance

- LEAs eligible for technical assistance pursuant to *EC* sections 47607.3, 52071, 52071.5, 52072, or 52072.5, must include specific actions within the LCAP related to its implementation of the work underway as part of technical assistance. The most common form of this technical assistance is frequently referred to as Differentiated Assistance.

For Lowest Performing Dashboard Indicators

- LEAs that have Red Dashboard indicators for (1) a school within the LEA, (2) a student group within the LEA, and/or (3) a student group within any school within the LEA must include one or more specific actions within the LCAP:
 - The specific action(s) must be directed towards the identified student group(s) and/or school(s) and must address the identified state indicator(s) for which the student group or school received the lowest performance level on the 2023 Dashboard. Each

student group and/or school that receives the lowest performance level on the 2023 Dashboard must be addressed by one or more actions.

- These required actions will be effective for the three-year LCAP cycle.

For LEAs With Unexpended LREBG Funds

- To implement the requirements of *EC* Section 52064.4, LEAs with unexpended LREBG funds must include one or more actions supported with LREBG funds within the 2025–26, 2026–27, and 2027–28 LCAPs, as applicable to the LEA. Actions funded with LREBG funds must remain in the LCAP until the LEA has expended the remainder of its LREBG funds, after which time the actions may be removed from the LCAP.
 - Prior to identifying the actions included in the LCAP the LEA is required to conduct a needs assessment pursuant to [EC Section 32526\(d\)](#). For information related to the required needs assessment please see the Program Information tab on the [LREBG Program Information](#) web page. Additional information about the needs assessment and evidence-based resources for the LREBG may be found on the [California Statewide System of Support LREBG Resources](#) web page. The required LREBG needs assessment may be part of the LEAs regular needs assessment for the LCAP if it meets the requirements of *EC* Section 32526(d).
 - School districts receiving technical assistance and COEs providing technical assistance are encouraged to use the technical assistance process to support the school district in conducting the required needs assessment, the selection of actions funded by the LREBG and/or the evaluation of implementation of the actions required as part of the LCAP annual update process.
 - As a reminder, LREBG funds must be used to implement one or more of the purposes articulated in [EC Section 32526\(c\)\(2\)](#).
 - LEAs with unexpended LREBG funds must include one or more actions supported by LREBG funds within the LCAP. For each action supported by LREBG funding the action description must:
 - Identify the action as an LREBG action;
 - Include an explanation of how research supports the selected action;
 - Identify the metric(s) being used to monitor the impact of the action; and
 - Identify the amount of LREBG funds being used to support the action.

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Purpose

A well-written Increased or Improved Services section provides educational partners with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students as defined in *EC* Section 42238.02 in grades TK–12 as compared to all students in grades TK–12, as applicable, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of educational partners to facilitate their ability to provide input. An LEA’s description in this section must align with the actions included in the Goals and Actions section as contributing.

Please Note: For the purpose of meeting the Increased or Improved Services requirement and consistent with *EC* Section 42238.02, long-term English learners are included in the English learner student group.

Statutory Requirements

An LEA is required to demonstrate in its LCAP how it is increasing or improving services for its students who are foster youth, English learners, and/or low-income, collectively referred to as unduplicated students, as compared to the services provided to all students in proportion to the increase in funding it receives based on the number and concentration of unduplicated students in the LEA (*EC* Section 42238.07[a][1], *EC* Section 52064[b][8][B]; 5 *CCR* Section 15496[a]). This proportionality percentage is also known as the “minimum proportionality percentage” or “MPP.” The manner in which an LEA demonstrates it is meeting its MPP is two-fold: (1) through the expenditure of LCFF funds or through the identification of a Planned Percentage of Improved Services as documented in the Contributing Actions Table, and (2) through the explanations provided in the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section.

To improve services means to grow services in quality and to increase services means to grow services in quantity. Services are increased or improved by those actions in the LCAP that are identified in the Goals and Actions section as contributing to the increased or improved services requirement, whether they are provided across the entire LEA (LEA-wide action), provided to an entire school (Schoolwide action), or solely provided to one or more unduplicated student group(s) (Limited action).

Therefore, for *any* action contributing to meet the increased or improved services requirement, the LEA must include an explanation of:

- How the action is increasing or improving services for the unduplicated student group(s) (Identified Needs and Action Design), and
- How the action meets the LEA’s goals for its unduplicated pupils in the state and any local priority areas (Measurement of Effectiveness).

LEA-wide and Schoolwide Actions

In addition to the above required explanations, LEAs must provide a justification for why an LEA-wide or Schoolwide action is being provided to all students and how the action is intended to improve outcomes for unduplicated student group(s) as compared to all students.

- Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient.

- Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increased or improved services standard because enrolling students is not the same as serving students.

For School Districts Only

Actions provided on an **LEA-wide** basis at **school districts with an unduplicated pupil percentage of less than 55 percent** must also include a description of how the actions are the most effective use of the funds to meet the district's goals for its unduplicated pupils in the state and any local priority areas. The description must provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

Actions provided on a **Schoolwide** basis for **schools with less than 40 percent enrollment of unduplicated pupils** must also include a description of how these actions are the most effective use of the funds to meet the district's goals for its unduplicated pupils in the state and any local priority areas. The description must provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

Requirements and Instructions

Complete the tables as follows:

Total Projected LCFF Supplemental and/or Concentration Grants

- Specify the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the number and concentration of foster youth, English learner, and low-income students. This amount includes the Additional 15 percent LCFF Concentration Grant.

Projected Additional 15 percent LCFF Concentration Grant

- Specify the amount of additional LCFF concentration grant add-on funding, as described in *EC* Section 42238.02, that the LEA estimates it will receive in the coming year.

Projected Percentage to Increase or Improve Services for the Coming School Year

- Specify the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 *CCR* Section 15496(a)(7).

LCFF Carryover — Percentage

- Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

LCFF Carryover — Dollar

- Specify the LCFF Carryover — Dollar amount identified in the LCFF Carryover Table. If a carryover amount is not identified in the LCFF Carryover Table, specify an amount of zero (\$0).

Total Percentage to Increase or Improve Services for the Coming School Year

- Add the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage and specify the percentage. This is the LEA’s percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year, as calculated pursuant to 5 CCR Section 15496(a)(7).

Required Descriptions:

LEA-wide and Schoolwide Actions

For each action being provided to an entire LEA or school, provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) for whom the action is principally directed, (2) how the action is designed to address the identified need(s) and why it is being provided on an LEA or schoolwide basis, and (3) the metric(s) used to measure the effectiveness of the action in improving outcomes for the unduplicated student group(s).

If the LEA has provided this required description in the Action Descriptions, state as such within the table.

Complete the table as follows:

Identified Need(s)

Provide an explanation of the unique identified need(s) of the LEA’s unduplicated student group(s) for whom the action is principally directed.

An LEA demonstrates how an action is principally directed towards an unduplicated student group(s) when the LEA explains the need(s), condition(s), or circumstance(s) of the unduplicated student group(s) identified through a needs assessment and how the action addresses them. A meaningful needs assessment includes, at a minimum, analysis of applicable student achievement data and educational partner feedback.

How the Action(s) are Designed to Address Need(s) and Why it is Provided on an LEA-wide or Schoolwide Basis

Provide an explanation of how the action as designed will address the unique identified need(s) of the LEA’s unduplicated student group(s) for whom the action is principally directed and the rationale for why the action is being provided on an LEA-wide or schoolwide basis.

- As stated above, conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient.
- Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increased or improved services standard because enrolling students is not the same as serving students.

Metric(s) to Monitor Effectiveness

Identify the metric(s) being used to measure the progress and effectiveness of the action(s).

Note for COEs and Charter Schools: In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

Limited Actions

For each action being solely provided to one or more unduplicated student group(s), provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) being served, (2) how the action is designed to address the identified need(s), and (3) how the effectiveness of the action in improving outcomes for the unduplicated student group(s) will be measured.

If the LEA has provided the required descriptions in the Action Descriptions, state as such.

Complete the table as follows:

Identified Need(s)

Provide an explanation of the unique need(s) of the unduplicated student group(s) being served identified through the LEA's needs assessment. A meaningful needs assessment includes, at a minimum, analysis of applicable student achievement data and educational partner feedback.

How the Action(s) are Designed to Address Need(s)

Provide an explanation of how the action is designed to address the unique identified need(s) of the unduplicated student group(s) being served.

Metric(s) to Monitor Effectiveness

Identify the metric(s) being used to measure the progress and effectiveness of the action(s).

For any limited action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, describe the methodology that was used to determine the contribution of the action towards the proportional percentage, as applicable.

- For each action with an identified Planned Percentage of Improved Services, identify the goal and action number and describe the methodology that was used.
- When identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

- For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which, based on the LEA's current pay scale, the LEA estimates would cost \$165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of \$165,000 by the amount of LCFF Funding identified in the Total Planned Expenditures Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Services for the action.

Additional Concentration Grant Funding

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

An LEA that receives the additional concentration grant add-on described in *EC* Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55 percent. The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA; classified staff includes custodial staff.

Provide the following descriptions, as applicable to the LEA:

- An LEA that does not receive a concentration grant or the concentration grant add-on must indicate that a response to this prompt is not applicable.
- Identify the goal and action numbers of the actions in the LCAP that the LEA is implementing to meet the requirement to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent.
- An LEA that does not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as a single-school LEA or an LEA that only has schools with an enrollment of unduplicated students that is greater than 55 percent, must describe how it is using the funds to increase the number of credentialed staff, classified staff, or both, including custodial staff, who provide direct services to students at selected schools and the criteria used to determine which schools require additional staffing support.
- In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Complete the table as follows:

- Provide the staff-to-student ratio of classified staff providing direct services to students with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of classified staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA.
 - The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA.
 - The staff-to-student ratio must be based on the number of full-time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.
- Provide the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is 55 percent or less and the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55 percent, as applicable to the LEA.
 - The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High Schools), as applicable to the LEA.
 - The staff-to-student ratio must be based on the number of FTE staff and the number of enrolled students as counted on the first Wednesday in October of each year.

Action Tables

Complete the Total Planned Expenditures Table for each action in the LCAP. The information entered into this table will automatically populate the other Action Tables. Information is only entered into the Total Planned Expenditures Table, the Annual Update Table, the Contributing Actions Annual Update Table, and the LCFF Carryover Table. The word “input” has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables.

The following tables are required to be included as part of the LCAP adopted by the local governing board or governing body:

- Table 1: Total Planned Expenditures Table (for the coming LCAP Year)
- Table 2: Contributing Actions Table (for the coming LCAP Year)
- Table 3: Annual Update Table (for the current LCAP Year)
- Table 4: Contributing Actions Annual Update Table (for the current LCAP Year)
- Table 5: LCFF Carryover Table (for the current LCAP Year)

Note: The coming LCAP Year is the year that is being planned for, while the current LCAP year is the current year of implementation. For example, when developing the 2024–25 LCAP, 2024–25 will be the coming LCAP Year and 2023–24 will be the current LCAP Year.

Total Planned Expenditures Table

In the Total Planned Expenditures Table, input the following information for each action in the LCAP for that applicable LCAP year:

- **LCAP Year:** Identify the applicable LCAP Year.
- **1. Projected LCFF Base Grant:** Provide the total amount estimated LCFF entitlement for the coming school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Block Grant program, the former Home-to-School Transportation program, and the Small School District Transportation program, pursuant to 5 CCR Section 15496(a)(8). Note that the LCFF Base Grant for purposes of the LCAP also includes the Necessary Small Schools and Economic Recovery Target allowances for school districts, and County Operations Grant for COEs.

See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF entitlement calculations.
- **2. Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants estimated on the basis of the number and concentration of unduplicated students for the coming school year.
- **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5 CCR Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.
- **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).
- **Total Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover — Percentage. ***This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.***
- **Goal #:** Enter the LCAP Goal number for the action.
- **Action #:** Enter the action's number as indicated in the LCAP Goal.
- **Action Title:** Provide a title of the action.
- **Student Group(s):** Indicate the student group or groups who will be the primary beneficiary of the action by entering "All," or by entering a specific student group or groups.

- **Contributing to Increased or Improved Services?:** Type “Yes” if the action **is** included as contributing to meeting the increased or improved services requirement; OR, type “No” if the action is **not** included as contributing to meeting the increased or improved services requirement.
- If “Yes” is entered into the Contributing column, then complete the following columns:
 - **Scope:** The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.
 - **Unduplicated Student Group(s):** Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.
 - **Location:** Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate “All Schools.” If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter “Specific Schools” or “Specific Grade Spans.” Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.
- **Time Span:** Enter “ongoing” if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter “1 Year,” or “2 Years,” or “6 Months.”
- **Total Personnel:** Enter the total amount of personnel expenditures utilized to implement this action.
- **Total Non-Personnel:** This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.
- **LCFF Funds:** Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA’s total LCFF target (i.e., base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).
 - **Note:** For an action to contribute towards meeting the increased or improved services requirement, it must include some measure of LCFF funding. The action may also include funding from other sources, however the extent to which an action contributes to meeting the increased or improved services requirement is based on the LCFF funding being used to implement the action.
- **Other State Funds:** Enter the total amount of Other State Funds utilized to implement this action, if any.
 - **Note:** Equity Multiplier funds must be included in the “Other State Funds” category, not in the “LCFF Funds” category. As a reminder, Equity Multiplier funds must be used to supplement, not supplant, funding provided to Equity Multiplier schoolsites for purposes of the LCFF, the ELO-P, the LCRS, and/or the CCSP. This means that Equity Multiplier funds must not be used to

replace funding that an Equity Multiplier schoolsite would otherwise receive to implement LEA-wide actions identified in the LEA's LCAP or that an Equity Multiplier schoolsite would otherwise receive to implement provisions of the ELO-P, the LCRS, and/or the CCSP.

- **Local Funds:** Enter the total amount of Local Funds utilized to implement this action, if any.
- **Federal Funds:** Enter the total amount of Federal Funds utilized to implement this action, if any.
- **Total Funds:** This amount is automatically calculated based on amounts entered in the previous four columns.
- **Planned Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that only serves foster youth, English learners, and/or low-income students.
 - As noted in the instructions for the Increased or Improved Services section, when identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.

For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which, based on the LEA's current pay scale, the LEA estimates would cost \$165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of \$165,000 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Services for the action.

Contributing Actions Table

As noted above, information will not be entered in the Contributing Actions Table; however, the 'Contributing to Increased or Improved Services?' column will need to be checked to ensure that only actions with a "Yes" are displaying. If actions with a "No" are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the "Yes" responses.

Annual Update Table

In the Annual Update Table, provide the following information for each action in the LCAP for the relevant LCAP year:

- **Estimated Actual Expenditures:** Enter the total estimated actual expenditures to implement this action, if any.

Contributing Actions Annual Update Table

In the Contributing Actions Annual Update Table, check the ‘Contributing to Increased or Improved Services?’ column to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses. Provide the following information for each contributing action in the LCAP for the relevant LCAP year:

- **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants estimated based on the number and concentration of unduplicated students in the current school year.
- **Estimated Actual Expenditures for Contributing Actions:** Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.
- **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).
 - Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and determines that the action was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been \$169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of \$169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

LCFF Carryover Table

- **9. Estimated Actual LCFF Base Grant:** Provide the total amount of estimated LCFF Target Entitlement for the current school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Block Grant program, the former Home-to-School Transportation program, and the Small School District Transportation program, pursuant to 5 CCR Section 15496(a)(8). Note that the LCFF Base Grant for purposes of the LCAP also includes the Necessary Small Schools and Economic Recovery Target allowances for school districts, and County Operations Grant for COEs. See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF entitlement calculations.
- **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 CCR Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

Calculations in the Action Tables

To reduce the duplication of effort of LEAs, the Action Tables include functionality such as pre-population of fields and cells based on the information provided in the Data Entry Table, the Annual Update Summary Table, and the Contributing Actions Table. For transparency, the functionality and calculations used are provided below.

Contributing Actions Table

- **4. Total Planned Contributing Expenditures (LCFF Funds)**
 - This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column.
- **5. Total Planned Percentage of Improved Services**
 - This percentage is the total of the Planned Percentage of Improved Services column.
- **Planned Percentage to Increase or Improve Services for the coming school year (4 divided by 1, plus 5)**
 - This percentage is calculated by dividing the Total Planned Contributing Expenditures (4) by the Projected LCFF Base Grant (1), converting the quotient to a percentage, and adding it to the Total Planned Percentage of Improved Services (5).

Contributing Actions Annual Update Table

Pursuant to *EC* Section 42238.07(c)(2), if the Total Planned Contributing Expenditures (4) is less than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the LEA is required to calculate the difference between the Total Planned Percentage of Improved Services (5) and the Total Estimated Actual Percentage of Improved Services (7). If the Total Planned Contributing Expenditures (4) is equal to or greater than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the Difference Between Planned and Estimated Actual Percentage of Improved Services will display “Not Required.”

- **6. Estimated Actual LCFF Supplemental and Concentration Grants**
 - This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on the number and concentration of unduplicated students in the current school year.
- **4. Total Planned Contributing Expenditures (LCFF Funds)**
 - This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds).
- **7. Total Estimated Actual Expenditures for Contributing Actions**
 - This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds).
- **Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)**

- This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4).
- **5. Total Planned Percentage of Improved Services (%)**
 - This amount is the total of the Planned Percentage of Improved Services column.
- **8. Total Estimated Actual Percentage of Improved Services (%)**
 - This amount is the total of the Estimated Actual Percentage of Improved Services column.
- **Difference Between Planned and Estimated Actual Percentage of Improved Services (Subtract 5 from 8)**
 - This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8).

LCFF Carryover Table

- **10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 plus Carryover %)**
 - This percentage is the Estimated Actual LCFF Supplemental and/or Concentration Grants (6) divided by the Estimated Actual LCFF Base Grant (9) plus the LCFF Carryover – Percentage from the prior year.
- **11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)**
 - This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Funding (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).
- **12. LCFF Carryover — Dollar Amount LCFF Carryover (Subtract 11 from 10 and multiply by 9)**
 - If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Estimated Actual Percentage to Increase or Improve Services (10), the LEA is required to carry over LCFF funds.

The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.
- **13. LCFF Carryover — Percentage (12 divided by 9)**
 - This percentage is the unmet portion of the Percentage to Increase or Improve Services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the LCFF Funding (9).

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

6. 24/25-2144 - ADOPTED BUDGET FOR THE 2025-26 FISCAL YEAR

RECOMMENDATION

The Board of Education is requested to approve the 2025-26 Adopted Budget for all district funds.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond_____.

Rationale:

The Board of Education is required to adopt a budget prior to the beginning of the next fiscal year on or before July 1, 2025.

Background:

This proposed 2025-26 Adopted Budget was presented for a Public Hearing at the June 24, 2025, Board meeting. This budget incorporates the total K-12 education funding presented in the Governor's May Revised State budget and all other information affecting the District's revenues and expenditures. The revenue budget includes the proposed State Local Control Funding Formula (LCFF.) The expenditure budget includes the spending plan for District goals and priorities included in the Local Control Accountability Plan (LCAP) presented for approval at this meeting. It also includes expenditure for projected LCFF Supplemental/Concentration add-on funding to increase and improve services for low-income, English Learner, and Foster Youth students, as described in the LCAP and required by the LCFF. The budget was prepared using State-adopted criteria and standards.

Budget Implication (\$ Amount):

The Board Approved Adopted Budget will be uploaded to the BEST Advantage Financial System and used to monitor the District's revenues and expenditures in the fiscal year 2024-25. This budget reports a positive Ending Fund Balance for the General Fund and all other funds in 2025-26, 2026-27, and 2027-28. The required 3% Budget Reserve for Economic Uncertainties is maintained in the General Fund in all three years, with proposed fiscal stability initiatives to be identified in 2026-27 and 2027-28. Other changes to this budget will be presented for Board approval throughout the year as circumstances dictate.

Legal References:

Education Code (EC) Section 42127 - "On or before July 1 of each year, the governing board of each school district shall...adopt a budget." EC Section 33127 - "The [State] shall develop...standards and criteria...to be used by local educational agencies in the development of annual budgets and the management of subsequent expenditures from that budget."

Additional Information:

The attached Proposed Adopted Budget Report begins with a budget overview and narrative detailing assumptions used in the development of the Unrestricted General Fund Budget, the Restricted General Fund Budget, and the Unrestricted General Fund Three Year Projection. The narrative provides an analysis of the District's General Fund Assigned and Unassigned Ending Fund Balances in relation to the Required 3% Reserve for Economic Uncertainty for the budget year and the two subsequent years. A narrative is also provided for all other funds of the District. Following the narrative is the complete proposed budget package in the State-prescribed SACS Financial Reporting Software, including the Certifications and a review of District compliance with State Criteria and Standards; A summary of the 2025-26 Unrestricted, Restricted, and Combined Proposed General Fund Adopted Budget with 2024-25 Estimated Actuals; 2025-26 Proposed Adopted Budget for all other district funds; 2025-28 General Fund Multi-Year Financial Projections and other supplementation materials.

ATTACHMENTS

[Adopted Budget MUSD 2025-26_6-25-25.pdf](#)

ANNUAL BUDGET REPORT:

July 1, 2025 Budget Adoption

Select applicable boxes:

X This budget was developed using the state-adopted Criteria and Standards. It includes the expenditures necessary to implement the Local Control and Accountability Plan (LCAP) or annual update to the LCAP that will be effective for the budget year. The budget was filed and adopted subsequent to a public hearing by the governing board of the school district pursuant to Education Code sections 33129, 42127, 52060, 52061, and 52062.

X If the budget includes a combined assigned and unassigned ending fund balance above the minimum recommended reserve for economic uncertainties, at its public hearing, the school district complied with the requirements of subparagraphs (B) and (C) of paragraph (2) of subdivision (a) of Education Code Section 42127.

Budget available for inspection at:

Place: 325 East Huntington Dr., Monrovia, CA 91016

Date: 06/20/2025

Adoption Date: 06/26/2025

Signed: _____

Clerk/Secretary of the Governing Board

(Original signature required)

Printed Name: Dr. Paula Hart Rodas

Title: Superintendent

Public Hearing:

Place: 325 East Huntington Dr., Monrovia, CA 91016

Date: 06/24/2025

Time: 6:00 PM

Contact person for additional information on the budget reports:

Name: Greg Gero, Ph.D.

Title: Assistant Superintendent Business Services

Telephone: ggero@monroviashools.net

E-mail: (626) 471-2050

Criteria and Standards Review Summary

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Projected (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	
2	Enrollment	Enrollment has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio is consistent with historical ratios for the budget and two subsequent fiscal years.		X
4	Local Control Funding Formula (LCFF) Revenue	Projected change in LCFF revenue is within the standard for the budget and two subsequent fiscal years.		X
5	Salaries and Benefits	Projected ratios of total unrestricted salaries and benefits to total unrestricted general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.	X	
6b	Other Expenditures	Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.	X	
7	Ongoing and Major Maintenance Account	If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget.	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.	X	

9a	Fund Balance	Unrestricted general fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.		X
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	X	
10	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.	X	
SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?		X
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?	X	
S3	Using Ongoing Revenues to Fund One-time Expenditures	Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed by more than the standard for the budget or two subsequent fiscal years?		X
SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multi year) commitments or debt agreements? • If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2024-25) annual payment?	X n/a	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)? • If yes, are they lifetime benefits? • If yes, do benefits continue beyond age 65? • If yes, are benefits funded by pay-as-you-go?	X n/a n/a n/a	
S7b	Other Self-insurance Benefits	Does the district provide other self-insurance benefits (e.g., workers' compensation, employee health and welfare, or property and liability)?	X	
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for: • Certificated? (Section S8A, Line 1) • Classified? (Section S8B, Line 1) • Management/supervisor/confidential? (Section S8C, Line 1)	 X X X	
S9	Local Control and Accountability Plan (LCAP)	• Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year? • Adoption date of the LCAP or an update to the LCAP:		X 06/26/2025
S10	LCAP Expenditures	Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template?		X
ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior fiscal year and budget year?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior fiscal year or budget year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?		X
ADDITIONAL FISCAL INDICATORS (continued)			No	Yes
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	

A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?		X

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	62,847,403.00	0.00	62,847,403.00	64,131,076.00	0.00	64,131,076.00	2.0%
2) Federal Revenue		8100-8299	0.00	3,752,821.00	3,752,821.00	0.00	2,965,853.00	2,965,853.00	-21.0%
3) Other State Revenue		8300-8599	1,573,867.00	8,957,268.00	10,531,135.00	1,573,867.00	9,427,987.00	11,001,854.00	4.5%
4) Other Local Revenue		8600-8799	1,558,755.00	9,484,470.00	11,043,225.00	1,436,243.00	7,842,456.00	9,278,699.00	-16.0%
5) TOTAL, REVENUES			65,980,025.00	22,194,559.00	88,174,584.00	67,141,186.00	20,236,296.00	87,377,482.00	-0.9%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	24,464,097.00	6,732,049.00	31,196,146.00	24,054,876.00	7,020,381.00	31,075,257.00	-0.4%
2) Classified Salaries		2000-2999	8,218,918.00	4,007,254.70	12,226,172.70	9,255,796.00	4,272,154.00	13,527,950.00	10.6%
3) Employee Benefits		3000-3999	13,442,160.00	7,882,393.00	21,324,553.00	13,072,369.00	8,039,803.00	21,112,172.00	-1.0%
4) Books and Supplies		4000-4999	1,669,353.00	2,805,719.80	4,475,072.80	1,669,353.00	2,345,655.00	4,015,008.00	-10.3%
5) Services and Other Operating Expenditures		5000-5999	5,766,003.00	13,103,877.00	18,869,880.00	6,051,515.00	11,197,226.00	17,248,741.00	-8.6%
6) Capital Outlay		6000-6999	50,340.00	423,686.00	474,026.00	18,144.00	684,762.00	702,906.00	48.3%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	22,948.00	3,928,193.00	3,951,141.00	22,948.00	3,928,193.00	3,951,141.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(1,203,819.00)	860,779.00	(343,040.00)	(1,138,173.00)	789,606.00	(348,567.00)	1.6%
9) TOTAL, EXPENDITURES			52,430,000.00	39,743,951.50	92,173,951.50	53,006,828.00	38,277,780.00	91,284,608.00	-1.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			13,550,025.00	(17,549,392.50)	(3,999,367.50)	14,134,358.00	(18,041,484.00)	(3,907,126.00)	-2.3%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,623,426.00	0.00	2,623,426.00	0.00	0.00	0.00	-100.0%
2) Other Sources/Uses									
a) Sources		8930-8979	120,747.00	0.00	120,747.00	0.00	0.00	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(15,949,531.00)	15,949,531.00	0.00	(15,764,132.00)	15,764,132.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(18,452,210.00)	15,949,531.00	(2,502,679.00)	(15,764,132.00)	15,764,132.00	0.00	-100.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)									
			(4,902,185.00)	(1,599,861.50)	(6,502,046.50)	(1,629,774.00)	(2,277,352.00)	(3,907,126.00)	-39.9%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	17,479,734.92	14,623,615.56	32,103,350.48	13,591,517.71	12,009,786.27	25,601,303.98	-20.3%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
c) As of July 1 - Audited (F1a + F1b)			17,479,734.92	14,623,615.56	32,103,350.48	13,591,517.71	12,009,786.27	25,601,303.98	-20.3%
d) Other Restatements		9795	1,013,967.79	(1,013,967.79)	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			18,493,702.71	13,609,647.77	32,103,350.48	13,591,517.71	12,009,786.27	25,601,303.98	-20.3%
2) Ending Balance, June 30 (E + F1e)			13,591,517.71	12,009,786.27	25,601,303.98	11,961,743.71	9,732,434.27	21,694,177.98	-15.3%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	220,000.00	0.00	220,000.00	220,000.00	0.00	220,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	12,009,786.27	12,009,786.27	0.00	9,732,434.76	9,732,434.76	-19.0%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	6,000,000.00	0.00	6,000,000.00	6,000,000.00	0.00	6,000,000.00	0.0%
d) Assigned									
Other Assignments		9780	4,527,595.71	0.00	4,527,595.71	3,003,204.71	0.00	3,003,204.71	-33.7%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	2,843,922.00	0.00	2,843,922.00	2,738,539.00	0.00	2,738,539.00	-3.7%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.00	0.00	(.49)	(.49)	New
G. ASSETS									
1) Cash									
a) in County Treasury		9110	0.00	0.00	0.00				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Cash Account		9130	0.00	0.00	0.00				
d) with Fiscal Agent/Trustee		9135	0.00	0.00	0.00				
e) Collections Awaiting Deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	0.00	0.00	0.00				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	0.00	0.00	0.00				
7) Prepaid Expenditures		9330	0.00	0.00	0.00				
8) Other Current Assets		9340	0.00	0.00	0.00				

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
9) Lease Receivable		9380	0.00	0.00	0.00				
10) TOTAL, ASSETS			0.00	0.00	0.00				
H. DEFERRED OUTFLOWS OF RESOURCES									
1) Deferred Outflows of Resources		9490	0.00	0.00	0.00				
2) TOTAL, DEFERRED OUTFLOWS			0.00	0.00	0.00				
I. LIABILITIES									
1) Accounts Payable		9500	0.00	0.00	0.00				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	0.00	0.00	0.00				
5) Unearned Revenue		9650	0.00	0.00	0.00				
6) TOTAL, LIABILITIES			0.00	0.00	0.00				
J. DEFERRED INFLOWS OF RESOURCES									
1) Deferred Inflows of Resources		9690	0.00	0.00	0.00				
2) TOTAL, DEFERRED INFLOWS			0.00	0.00	0.00				
K. FUND EQUITY									
Ending Fund Balance, June 30									
(G10 + H2) - (I6 + J2)			0.00	0.00	0.00				
LCFF SOURCES									
Principal Apportionment									
State Aid - Current Year		8011	32,127,366.00	0.00	32,127,366.00	33,358,992.00	0.00	33,358,992.00	3.8%
Education Protection Account State Aid - Current Year		8012	9,490,436.00	0.00	9,490,436.00	9,542,481.00	0.00	9,542,481.00	0.5%
State Aid - Prior Years		8019	(2.00)	0.00	(2.00)	0.00	0.00	0.00	-100.0%
Tax Relief Subventions									
Homeowners' Exemptions		8021	53,999.00	0.00	53,999.00	53,999.00	0.00	53,999.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes									
Secured Roll Taxes		8041	14,640,183.00	0.00	14,640,183.00	14,640,183.00	0.00	14,640,183.00	0.0%
Unsecured Roll Taxes		8042	318,580.00	0.00	318,580.00	318,580.00	0.00	318,580.00	0.0%
Prior Years' Taxes		8043	393,768.00	0.00	393,768.00	393,768.00	0.00	393,768.00	0.0%
Supplemental Taxes		8044	332,182.00	0.00	332,182.00	332,182.00	0.00	332,182.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	4,432,651.00	0.00	4,432,651.00	4,432,651.00	0.00	4,432,651.00	0.0%

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Community Redevelopment Funds (SB 617/699/1992)		8047	1,058,240.00	0.00	1,058,240.00	1,058,240.00	0.00	1,058,240.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604)									
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Less: Non-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, LCFF Sources			62,847,403.00	0.00	62,847,403.00	64,131,076.00	0.00	64,131,076.00	2.0%
LCFF Transfers									
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00		0.00	0.00		0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			62,847,403.00	0.00	62,847,403.00	64,131,076.00	0.00	64,131,076.00	2.0%
FEDERAL REVENUE									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	950,489.00	950,489.00	0.00	950,489.00	950,489.00	0.0%
Special Education Discretionary Grants		8182	0.00	80,753.00	80,753.00	0.00	81,937.00	81,937.00	1.5%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290		850,328.00	850,328.00		885,926.00	885,926.00	4.2%
Title I, Part D, Local Delinquent Programs	3025	8290		0.00	0.00		0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290		213,632.00	213,632.00		163,710.00	163,710.00	-23.4%
Title III, Immigrant Student Program	4201	8290		13,471.00	13,471.00		13,471.00	13,471.00	0.0%
Title III, English Learner Program	4203	8290		78,112.00	78,112.00		72,090.00	72,090.00	-7.7%
Public Charter Schools Grant Program (PCSGP)	4610	8290		0.00	0.00		0.00	0.00	0.0%

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Other Every Student Succeeds Act	3040, 3060, 3061, 3110, 3150, 3155, 3180, 3182, 4037, 4123, 4124, 4126, 4127, 4128, 5630	8290		67,053.00	67,053.00		83,898.00	83,898.00	25.1%
Career and Technical Education	3500-3599	8290		20,340.00	20,340.00		27,023.00	27,023.00	32.9%
All Other Federal Revenue	All Other	8290	0.00	1,478,643.00	1,478,643.00	0.00	687,309.00	687,309.00	-53.5%
TOTAL, FEDERAL REVENUE			0.00	3,752,821.00	3,752,821.00	0.00	2,965,853.00	2,965,853.00	-21.0%
OTHER STATE REVENUE									
Other State Apportionments									
Special Education Master Plan									
Current Year	6500	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	227,450.00	0.00	227,450.00	227,450.00	0.00	227,450.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	884,139.00	379,578.00	1,263,717.00	884,139.00	379,578.00	1,263,717.00	0.0%
Tax Relief Subventions									
Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from									
State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Expanded Learning Opportunities Program (ELO-P)	2600	8590		2,376,169.00	2,376,169.00		2,376,169.00	2,376,169.00	0.0%
After School Education and Safety (ASES)	6010	8590		779,220.00	779,220.00		861,772.00	861,772.00	10.6%
Charter School Facility Grant	6030	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650, 6690, 6695	8590		660.00	660.00		60,025.00	60,025.00	8,994.7%
California Clean Energy Jobs Act	6230	8590		0.00	0.00		0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590		327,120.00	327,120.00		296,880.00	296,880.00	-9.2%
Arts and Music in Schools (Prop 28)	6770	8590		777,945.00	777,945.00		777,945.00	777,945.00	0.0%
American Indian Early Childhood Education	7210	8590		0.00	0.00		0.00	0.00	0.0%
Specialized Secondary	7370	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	462,278.00	4,316,576.00	4,778,854.00	462,278.00	4,675,618.00	5,137,896.00	7.5%
TOTAL, OTHER STATE REVENUE			1,573,867.00	8,957,268.00	10,531,135.00	1,573,867.00	9,427,987.00	11,001,854.00	4.5%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	847,096.00	847,096.00	0.00	700,000.00	700,000.00	-17.4%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	153,608.00	75,186.00	228,794.00	153,608.00	75,186.00	228,794.00	0.0%
Interest		8660	1,225,120.00	0.00	1,225,120.00	1,102,608.00	0.00	1,102,608.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	227,318.00	227,318.00	0.00	227,318.00	227,318.00	0.0%
Other Local Revenue									
Plus: Miscellaneous Funds Non-LCFF (50 Percent) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenue from Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	180,027.00	1,548,721.00	1,728,748.00	180,027.00	53,803.00	233,830.00	-86.5%

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Tuition		8710	0.00	2,565,695.00	2,565,695.00	0.00	2,565,695.00	2,565,695.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		4,220,454.00	4,220,454.00		4,220,454.00	4,220,454.00	0.0%
From County Offices	6500	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,558,755.00	9,484,470.00	11,043,225.00	1,436,243.00	7,842,456.00	9,278,699.00	-16.0%
TOTAL, REVENUES			65,980,025.00	22,194,559.00	88,174,584.00	67,141,186.00	20,236,296.00	87,377,482.00	-0.9%
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	19,600,552.00	4,294,670.00	23,895,222.00	19,328,608.00	4,187,341.00	23,515,949.00	-1.6%
Certificated Pupil Support Salaries		1200	817,542.00	1,701,975.00	2,519,517.00	776,892.00	1,542,380.00	2,319,272.00	-7.9%
Certificated Supervisors' and Administrators' Salaries		1300	3,735,381.00	660,864.00	4,396,245.00	3,640,417.00	748,863.00	4,389,280.00	-0.2%
Other Certificated Salaries		1900	310,622.00	74,540.00	385,162.00	308,959.00	541,797.00	850,756.00	120.9%
TOTAL, CERTIFICATED SALARIES			24,464,097.00	6,732,049.00	31,196,146.00	24,054,876.00	7,020,381.00	31,075,257.00	-0.4%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	719,142.00	2,170,152.70	2,889,294.70	840,317.00	2,198,744.00	3,039,061.00	5.2%
Classified Support Salaries		2200	3,051,550.00	1,288,918.00	4,340,468.00	3,386,214.00	1,457,719.00	4,843,933.00	11.6%
Classified Supervisors' and Administrators' Salaries		2300	921,999.00	83,606.00	1,005,605.00	1,271,783.00	101,980.00	1,373,763.00	36.6%
Clerical, Technical and Office Salaries		2400	3,088,651.00	282,937.00	3,371,588.00	3,331,828.00	359,035.00	3,690,863.00	9.5%
Other Classified Salaries		2900	437,576.00	181,641.00	619,217.00	425,654.00	154,676.00	580,330.00	-6.3%
TOTAL, CLASSIFIED SALARIES			8,218,918.00	4,007,254.70	12,226,172.70	9,255,796.00	4,272,154.00	13,527,950.00	10.6%
EMPLOYEE BENEFITS									
STRS		3101-3102	4,571,730.00	4,322,645.00	8,894,375.00	4,108,347.00	4,385,540.00	8,493,887.00	-4.5%
PERS		3201-3202	1,975,292.00	1,131,894.00	3,107,186.00	2,233,148.00	1,167,135.00	3,400,283.00	9.4%

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
OASDI/Medicare/Alternative Health and Welfare Benefits		3301-3302	974,538.00	450,080.00	1,424,618.00	1,049,445.00	477,611.00	1,527,056.00	7.2%
Unemployment Insurance		3401-3402	5,314,593.00	1,781,420.00	7,096,013.00	5,027,349.00	1,777,245.00	6,804,594.00	-4.1%
Workers' Compensation		3501-3502	15,909.00	5,628.00	21,537.00	17,512.00	7,044.00	24,556.00	14.0%
OPEB, Allocated		3601-3602	590,098.00	190,726.00	780,824.00	636,568.00	225,228.00	861,796.00	10.4%
OPEB, Active Employees		3701-3702	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3751-3752	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			13,442,160.00	7,882,393.00	21,324,553.00	13,072,369.00	8,039,803.00	21,112,172.00	-1.0%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	0.00	754,211.00	754,211.00	0.00	359,844.00	359,844.00	-52.3%
Books and Other Reference Materials		4200	32,751.00	53,260.00	86,011.00	32,751.00	53,207.00	85,958.00	-0.1%
Materials and Supplies		4300	1,149,659.00	1,081,536.80	2,231,195.80	1,149,659.00	1,251,829.00	2,401,488.00	7.6%
Noncapitalized Equipment		4400	486,943.00	916,712.00	1,403,655.00	486,943.00	680,775.00	1,167,718.00	-16.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,669,353.00	2,805,719.80	4,475,072.80	1,669,353.00	2,345,655.00	4,015,008.00	-10.3%
SERVICES AND OTHER OPERATING EXPENDITURES									
Subagreements for Services		5100	0.00	3,961,228.00	3,961,228.00	0.00	3,961,228.00	3,961,228.00	0.0%
Travel and Conferences		5200	150,073.00	20,631.00	170,704.00	150,073.00	30,331.00	180,404.00	5.7%
Dues and Memberships		5300	71,396.00	3,750.00	75,146.00	71,396.00	3,750.00	75,146.00	0.0%
Insurance		5400 - 5450	620,723.00	0.00	620,723.00	620,723.00	0.00	620,723.00	0.0%
Operations and Housekeeping Services		5500	1,787,107.00	3,250.00	1,790,357.00	1,787,107.00	3,250.00	1,790,357.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	319,928.00	470,141.00	790,069.00	319,928.00	470,141.00	790,069.00	0.0%
Transfers of Direct Costs		5710	9,394.00	(9,394.00)	0.00	9,394.00	(9,394.00)	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,591,360.00	8,654,271.00	11,245,631.00	2,876,872.00	6,737,920.00	9,614,792.00	-14.5%
Communications		5900	216,022.00	0.00	216,022.00	216,022.00	0.00	216,022.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			5,766,003.00	13,103,877.00	18,869,880.00	6,051,515.00	11,197,226.00	17,248,741.00	-8.6%
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	32,196.00	321,500.00	353,696.00	0.00	321,500.00	321,500.00	-9.1%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Equipment		6400	11,126.00	102,186.00	113,312.00	11,126.00	363,262.00	374,388.00	230.4%
Equipment Replacement		6500	7,018.00	0.00	7,018.00	7,018.00	0.00	7,018.00	0.0%
Lease Assets		6600	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			50,340.00	423,686.00	474,026.00	18,144.00	684,762.00	702,906.00	48.3%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict									
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	3,928,193.00	3,928,193.00	0.00	3,928,193.00	3,928,193.00	0.0%
Payments to County Offices		7142	22,948.00	0.00	22,948.00	22,948.00	0.00	22,948.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			22,948.00	3,928,193.00	3,951,141.00	22,948.00	3,928,193.00	3,951,141.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Transfers of Indirect Costs		7310	(860,779.00)	860,779.00	0.00	(789,606.00)	789,606.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(343,040.00)	0.00	(343,040.00)	(348,567.00)	0.00	(348,567.00)	1.6%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(1,203,819.00)	860,779.00	(343,040.00)	(1,138,173.00)	789,606.00	(348,567.00)	1.6%
TOTAL, EXPENDITURES			52,430,000.00	39,743,951.50	92,173,951.50	53,006,828.00	38,277,780.00	91,284,608.00	-1.0%
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	2,623,426.00	0.00	2,623,426.00	0.00	0.00	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			2,623,426.00	0.00	2,623,426.00	0.00	0.00	0.00	-100.0%
OTHER SOURCES/USES									
SOURCES									
State Apportionments									
Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds									
Proceeds from Disposal of Capital Assets		8953	120,747.00	0.00	120,747.00	0.00	0.00	0.00	-100.0%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			120,747.00	0.00	120,747.00	0.00	0.00	0.00	-100.0%
USES									

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Object

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS									
Contributions from Unrestricted Revenues		8980	(15,949,531.00)	15,949,531.00	0.00	(15,764,132.00)	15,764,132.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(15,949,531.00)	15,949,531.00	0.00	(15,764,132.00)	15,764,132.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a- b + c - d + e)			(18,452,210.00)	15,949,531.00	(2,502,679.00)	(15,764,132.00)	15,764,132.00	0.00	-100.0%

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Function

Description	Function Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	62,847,403.00	0.00	62,847,403.00	64,131,076.00	0.00	64,131,076.00	2.0%
2) Federal Revenue		8100-8299	0.00	3,752,821.00	3,752,821.00	0.00	2,965,853.00	2,965,853.00	-21.0%
3) Other State Revenue		8300-8599	1,573,867.00	8,957,268.00	10,531,135.00	1,573,867.00	9,427,987.00	11,001,854.00	4.5%
4) Other Local Revenue		8600-8799	1,558,755.00	9,484,470.00	11,043,225.00	1,436,243.00	7,842,456.00	9,278,699.00	-16.0%
5) TOTAL, REVENUES			65,980,025.00	22,194,559.00	88,174,584.00	67,141,186.00	20,236,296.00	87,377,482.00	-0.9%
B. EXPENDITURES (Objects 1000-7999)									
1) Instruction	1000-1999		29,863,538.00	22,624,541.50	52,488,079.50	29,342,510.00	22,425,459.00	51,767,969.00	-1.4%
2) Instruction - Related Services	2000-2999		7,559,479.00	956,522.00	8,516,001.00	7,870,818.00	1,752,168.00	9,622,986.00	13.0%
3) Pupil Services	3000-3999		3,018,305.00	5,874,757.00	8,893,062.00	3,265,382.00	6,244,430.00	9,509,812.00	6.9%
4) Ancillary Services	4000-4999		606,769.00	176,863.00	783,632.00	609,412.00	161,902.00	771,314.00	-1.6%
5) Community Services	5000-5999		438.00	0.00	438.00	424.00	0.00	424.00	-3.2%
6) Enterprise	6000-6999		0.00	5,121.00	5,121.00	0.00	5,121.00	5,121.00	0.0%
7) General Administration	7000-7999		6,350,060.00	864,162.00	7,214,222.00	6,781,500.00	792,989.00	7,574,489.00	5.0%
8) Plant Services	8000-8999		5,008,463.00	5,313,792.00	10,322,255.00	5,113,834.00	2,967,518.00	8,081,352.00	-21.7%
9) Other Outgo	9000-9999	Except 7600-7699	22,948.00	3,928,193.00	3,951,141.00	22,948.00	3,928,193.00	3,951,141.00	0.0%
10) TOTAL, EXPENDITURES			52,430,000.00	39,743,951.50	92,173,951.50	53,006,828.00	38,277,780.00	91,284,608.00	-1.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)									
			13,550,025.00	(17,549,392.50)	(3,999,367.50)	14,134,358.00	(18,041,484.00)	(3,907,126.00)	-2.3%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	2,623,426.00	0.00	2,623,426.00	0.00	0.00	0.00	-100.0%
2) Other Sources/Uses									
a) Sources		8930-8979	120,747.00	0.00	120,747.00	0.00	0.00	0.00	-100.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(15,949,531.00)	15,949,531.00	0.00	(15,764,132.00)	15,764,132.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(18,452,210.00)	15,949,531.00	(2,502,679.00)	(15,764,132.00)	15,764,132.00	0.00	-100.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)									
			(4,902,185.00)	(1,599,861.50)	(6,502,046.50)	(1,629,774.00)	(2,277,352.00)	(3,907,126.00)	-39.9%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	17,479,734.92	14,623,615.56	32,103,350.48	13,591,517.71	12,009,786.27	25,601,303.98	-20.3%

Budget, July 1
General Fund
Unrestricted and Restricted
Expenditures by Function

Description	Function Codes	Object Codes	2024-25 Estimated Actuals			2025-26 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			17,479,734.92	14,623,615.56	32,103,350.48	13,591,517.71	12,009,786.27	25,601,303.98	-20.3%
d) Other Restatements		9795	1,013,967.79	(1,013,967.79)	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			18,493,702.71	13,609,647.77	32,103,350.48	13,591,517.71	12,009,786.27	25,601,303.98	-20.3%
2) Ending Balance, June 30 (E + F1e)			13,591,517.71	12,009,786.27	25,601,303.98	11,961,743.71	9,732,434.27	21,694,177.98	-15.3%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash		9711	220,000.00	0.00	220,000.00	220,000.00	0.00	220,000.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	12,009,786.27	12,009,786.27	0.00	9,732,434.76	9,732,434.76	-19.0%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	6,000,000.00	0.00	6,000,000.00	6,000,000.00	0.00	6,000,000.00	0.0%
d) Assigned									
Other Assignments (by Resource/Object)		9780	4,527,595.71	0.00	4,527,595.71	3,003,204.71	0.00	3,003,204.71	-33.7%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	2,843,922.00	0.00	2,843,922.00	2,738,539.00	0.00	2,738,539.00	-3.7%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.00	0.00	(.49)	(.49)	New

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
2600	Expanded Learning Opportunities Program	752,017.51	0.00
3305	Special Ed: ARP IDEA Part B, Sec. 611, Local Assistance Entitlement	.02	.02
6266	Educator Effectiveness, FY 2021-22	768,931.05	.05
6300	Lottery: Instructional Materials	.98	.98
6547	Special Education Early Intervention Preschool Grant	833,066.41	1,021,690.41
6770	Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28)	1,223,943.00	1,683,730.00
7029	Child Nutrition: Food Service Staff Training Funds	27,973.05	27,973.05
7032	Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds	424,840.26	424,840.26
7311	Classified School Employee Professional Development Block Grant	25,767.43	25,767.43
7399	LCFF Equity Multiplier	145,553.00	291,106.00
7412	A-G Access/Success Grant	185,062.00	0.00
7413	A-G Learning Loss Mitigation Grant	71,537.00	0.00
7415	Classified School Employee Summer Assistance Program	14,540.00	14,540.00
7435	Learning Recovery Emergency Block Grant	3,263,558.00	1,197,057.00
7810	Other Restricted State	66,099.00	89,067.00
8150	Ongoing & Major Maintenance Account (RMA: Education Code Section 17070.75)	586,266.01	590,416.01
9010	Other Restricted Local	3,620,631.55	4,366,246.55
Total, Restricted Balance		12,009,786.27	9,732,434.76

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	480,000.00	480,000.00	0.0%
5) TOTAL, REVENUES			480,000.00	480,000.00	0.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	240,000.00	240,000.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	200,000.00	200,000.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			440,000.00	440,000.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			40,000.00	40,000.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			40,000.00	40,000.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	287,993.88	327,993.88	13.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			287,993.88	327,993.88	13.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			287,993.88	327,993.88	13.9%
2) Ending Balance, June 30 (E + F1e)			327,993.88	367,993.88	12.2%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	327,993.88	367,993.88	12.2%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenues		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30					
(G10 + H2) - (I6 + J2)			0.00		
REVENUES					
Sale of Equipment and Supplies		8631	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	480,000.00	480,000.00	0.0%
TOTAL, REVENUES			480,000.00	480,000.00	0.0%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Materials and Supplies		4300	240,000.00	240,000.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			240,000.00	240,000.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	200,000.00	200,000.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			200,000.00	200,000.00	0.0%
CAPITAL OUTLAY					
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENDITURES			440,000.00	440,000.00	0.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a- b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	480,000.00	480,000.00	0.0%
5) TOTAL, REVENUES			480,000.00	480,000.00	0.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		440,000.00	440,000.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			440,000.00	440,000.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			40,000.00	40,000.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			40,000.00	40,000.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	287,993.88	327,993.88	13.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			287,993.88	327,993.88	13.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			287,993.88	327,993.88	13.9%
2) Ending Balance, June 30 (E + F1e)			327,993.88	367,993.88	12.2%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	327,993.88	367,993.88	12.2%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
8210	Student Activity Funds	327,993.88	367,993.88
Total, Restricted Balance		327,993.88	367,993.88

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	296,434.00	191,798.00	-35.3%
3) Other State Revenue		8300-8599	2,086,558.00	2,210,750.00	6.0%
4) Other Local Revenue		8600-8799	676,566.00	170,512.00	-74.8%
5) TOTAL, REVENUES			3,059,558.00	2,573,060.00	-15.9%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	1,302,995.00	1,306,872.00	0.3%
2) Classified Salaries		2000-2999	172,864.00	154,102.00	-10.9%
3) Employee Benefits		3000-3999	487,591.00	495,377.00	1.6%
4) Books and Supplies		4000-4999	239,330.00	239,330.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	512,246.00	512,246.00	0.0%
6) Capital Outlay		6000-6999	5,238.00	5,238.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	141,732.00	147,236.00	3.9%
9) TOTAL, EXPENDITURES			2,861,996.00	2,860,401.00	-0.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			197,562.00	(287,341.00)	-245.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	250,000.00	0.00	-100.0%
b) Transfers Out		7600-7629	146,854.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			103,146.00	0.00	-100.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			300,708.00	(287,341.00)	-195.6%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,001,407.03	1,302,115.03	30.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,001,407.03	1,302,115.03	30.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,001,407.03	1,302,115.03	30.0%
2) Ending Balance, June 30 (E + F1e)			1,302,115.03	1,014,774.03	-22.1%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	8,922.83	77,599.83	769.7%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	1,293,192.20	937,174.20	-27.5%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			0.00		
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.0%
FEDERAL REVENUE					
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Pass-Through Revenues from					
Federal Sources		8287	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	296,434.00	191,798.00	-35.3%
TOTAL, FEDERAL REVENUE			296,434.00	191,798.00	-35.3%
OTHER STATE REVENUE					
Other State Apportionments					
All Other State Apportionments - Current Year		8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Adult Education Program	6391	8590	2,016,062.00	2,130,750.00	5.7%
All Other State Revenue	All Other	8590	70,496.00	80,000.00	13.5%
TOTAL, OTHER STATE REVENUE			2,086,558.00	2,210,750.00	6.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	15,235.00	13,712.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	656,017.00	156,800.00	-76.1%
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	5,314.00	0.00	-100.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Tuition		8710	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			676,566.00	170,512.00	-74.8%
TOTAL, REVENUES			3,059,558.00	2,573,060.00	-15.9%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	540,091.00	540,626.00	0.1%
Certificated Pupil Support Salaries		1200	152,663.00	158,927.00	4.1%
Certificated Supervisors' and Administrators' Salaries		1300	476,799.00	530,338.00	11.2%
Other Certificated Salaries		1900	133,442.00	76,981.00	-42.3%
TOTAL, CERTIFICATED SALARIES			1,302,995.00	1,306,872.00	0.3%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	172,864.00	154,102.00	-10.9%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			172,864.00	154,102.00	-10.9%
EMPLOYEE BENEFITS					
STRS		3101-3102	168,474.00	171,981.00	2.1%
PERS		3201-3202	103,142.00	110,626.00	7.3%
OASDI/Medicare/Alternative		3301-3302	47,680.00	50,678.00	6.3%
Health and Welfare Benefits		3401-3402	141,602.00	132,064.00	-6.7%
Unemployment Insurance		3501-3502	706.00	774.00	9.6%
Workers' Compensation		3601-3602	25,987.00	29,254.00	12.6%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			487,591.00	495,377.00	1.6%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	666.00	666.00	0.0%
Books and Other Reference Materials		4200	11,481.00	11,481.00	0.0%
Materials and Supplies		4300	146,955.00	146,955.00	0.0%
Noncapitalized Equipment		4400	80,228.00	80,228.00	0.0%
TOTAL, BOOKS AND SUPPLIES			239,330.00	239,330.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	1,803.00	1,803.00	0.0%
Dues and Memberships		5300	1,230.00	1,230.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	77,894.00	77,894.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	431,291.00	431,291.00	0.0%
Communications		5900	28.00	28.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			512,246.00	512,246.00	0.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	5,238.00	5,238.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			5,238.00	5,238.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
Transfers of Pass-Through Revenues					
To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	141,732.00	147,236.00	3.9%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			141,732.00	147,236.00	3.9%
TOTAL, EXPENDITURES			2,861,996.00	2,860,401.00	-0.1%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	250,000.00	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			250,000.00	0.00	-100.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	146,854.00	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			146,854.00	0.00	-100.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			103,146.00	0.00	-100.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	296,434.00	191,798.00	-35.3%
3) Other State Revenue		8300-8599	2,086,558.00	2,210,750.00	6.0%
4) Other Local Revenue		8600-8799	676,566.00	170,512.00	-74.8%
5) TOTAL, REVENUES			3,059,558.00	2,573,060.00	-15.9%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		1,031,631.00	1,033,259.00	0.2%
2) Instruction - Related Services	2000-2999		1,344,194.00	1,327,392.00	-1.2%
3) Pupil Services	3000-3999		204,941.00	213,016.00	3.9%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		141,732.00	147,236.00	3.9%
8) Plant Services	8000-8999		139,498.00	139,498.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			2,861,996.00	2,860,401.00	-0.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			197,562.00	(287,341.00)	-245.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	250,000.00	0.00	-100.0%
b) Transfers Out		7600-7629	146,854.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			103,146.00	0.00	-100.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			300,708.00	(287,341.00)	-195.6%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,001,407.03	1,302,115.03	30.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,001,407.03	1,302,115.03	30.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,001,407.03	1,302,115.03	30.0%
2) Ending Balance, June 30 (E + F1e)			1,302,115.03	1,014,774.03	-22.1%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	8,922.83	77,599.83	769.7%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	1,293,192.20	937,174.20	-27.5%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
6391	Adult Education Program	4,762.83	73,439.83
9010	Other Restricted Local	4,160.00	4,160.00
Total, Restricted Balance		8,922.83	77,599.83

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,417,887.00	1,418,374.00	0.0%
4) Other Local Revenue		8600-8799	106,029.00	97,932.00	-7.6%
5) TOTAL, REVENUES			1,523,916.00	1,516,306.00	-0.5%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	422,542.00	433,224.00	2.5%
2) Classified Salaries		2000-2999	380,661.00	369,057.00	-3.0%
3) Employee Benefits		3000-3999	342,848.00	344,275.00	0.4%
4) Books and Supplies		4000-4999	52,684.00	52,684.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	14,394.00	14,394.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	60,508.00	60,531.00	0.0%
9) TOTAL, EXPENDITURES			1,273,637.00	1,274,165.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			250,279.00	242,141.00	-3.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			250,279.00	242,141.00	-3.3%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,367,514.25	1,617,793.25	18.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,367,514.25	1,617,793.25	18.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,367,514.25	1,617,793.25	18.3%
2) Ending Balance, June 30 (E + F1e)			1,617,793.25	1,859,934.25	15.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,544,159.39	1,713,428.39	11.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	73,633.86	146,505.86	99.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
Expanded Learning Opportunities Program (ELO-P)	2600	8590	0.00	0.00	0.0%
State Preschool	6105	8590	1,267,920.00	1,268,407.00	0.0%
Arts and Music in Schools (Prop 28)	6770	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	149,967.00	149,967.00	0.0%
TOTAL, OTHER STATE REVENUE			1,417,887.00	1,418,374.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	80,969.00	72,872.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	14,908.00	14,908.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	10,152.00	10,152.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			106,029.00	97,932.00	-7.6%
TOTAL, REVENUES			1,523,916.00	1,516,306.00	-0.5%
CERTIFICATED SALARIES					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Certificated Teachers' Salaries		1100	285,196.00	293,046.00	2.8%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	137,346.00	140,178.00	2.1%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			422,542.00	433,224.00	2.5%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	210,925.00	221,002.00	4.8%
Classified Support Salaries		2200	57,807.00	56,531.00	-2.2%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	111,929.00	91,524.00	-18.2%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			380,661.00	369,057.00	-3.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	76,275.00	78,887.00	3.4%
PERS		3201-3202	78,388.00	74,044.00	-5.5%
OASDI/Medicare/Alternative		3301-3302	34,265.00	35,254.00	2.9%
Health and Welfare Benefits		3401-3402	139,191.00	139,191.00	0.0%
Unemployment Insurance		3501-3502	385.00	449.00	16.6%
Workers' Compensation		3601-3602	14,344.00	16,450.00	14.7%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			342,848.00	344,275.00	0.4%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	51,355.00	51,355.00	0.0%
Noncapitalized Equipment		4400	1,329.00	1,329.00	0.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			52,684.00	52,684.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	825.00	825.00	0.0%
Dues and Memberships		5300	1,210.00	1,210.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	12,359.00	12,359.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			14,394.00	14,394.00	0.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	60,508.00	60,531.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			60,508.00	60,531.00	0.0%
TOTAL, EXPENDITURES			1,273,637.00	1,274,165.00	0.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8911	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,417,887.00	1,418,374.00	0.0%
4) Other Local Revenue		8600-8799	106,029.00	97,932.00	-7.6%
5) TOTAL, REVENUES			1,523,916.00	1,516,306.00	-0.5%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		741,829.00	760,624.00	2.5%
2) Instruction - Related Services	2000-2999		374,213.00	357,200.00	-4.5%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		60,508.00	60,531.00	0.0%
8) Plant Services	8000-8999		97,087.00	95,810.00	-1.3%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			1,273,637.00	1,274,165.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			250,279.00	242,141.00	-3.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			250,279.00	242,141.00	-3.3%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,367,514.25	1,617,793.25	18.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,367,514.25	1,617,793.25	18.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,367,514.25	1,617,793.25	18.3%
2) Ending Balance, June 30 (E + F1e)			1,617,793.25	1,859,934.25	15.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	1,544,159.39	1,713,428.39	11.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	73,633.86	146,505.86	99.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
5058	Early Education: Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act - One-time Stipend	3,662.61	3,662.61
5059	Early Education: ARP California State Preschool Program One-time Stipend	69,634.37	69,634.37
5066	Early Education: ARP California State Preschool Program - Rate Supplements	391,780.59	391,780.59
6130	Early Education: Center-Based Reserve Account	312,989.30	312,989.30
7810	Other Restricted State	599,769.67	749,736.67
9010	Other Restricted Local	166,322.85	185,624.85
Total, Restricted Balance		1,544,159.39	1,713,428.39

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,251,163.00	2,242,672.00	-0.4%
3) Other State Revenue		8300-8599	1,583,232.00	1,583,232.00	0.0%
4) Other Local Revenue		8600-8799	178,421.00	160,963.00	-9.8%
5) TOTAL, REVENUES			4,012,816.00	3,986,867.00	-0.6%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	1,329,717.00	1,410,038.00	6.0%
3) Employee Benefits		3000-3999	616,823.00	659,345.00	6.9%
4) Books and Supplies		4000-4999	1,780,331.00	1,771,840.00	-0.5%
5) Services and Other Operating Expenditures		5000-5999	196,465.00	196,465.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	140,800.00	140,800.00	0.0%
9) TOTAL, EXPENDITURES			4,064,136.00	4,178,488.00	2.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(51,320.00)	(191,621.00)	273.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(51,320.00)	(191,621.00)	273.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,613,660.43	4,562,340.43	-1.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,613,660.43	4,562,340.43	-1.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,613,660.43	4,562,340.43	-1.1%
2) Ending Balance, June 30 (E + F1e)			4,562,340.43	4,370,719.43	-4.2%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,411,897.39	4,220,276.39	-4.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	150,443.04	150,443.04	0.0%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
Child Nutrition Programs		8220	2,251,163.00	2,242,672.00	-0.4%
Donated Food Commodities		8221	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			2,251,163.00	2,242,672.00	-0.4%
OTHER STATE REVENUE					
Child Nutrition Programs		8520	1,583,232.00	1,583,232.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			1,583,232.00	1,583,232.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	21,796.00	20,000.00	-8.2%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	156,625.00	140,963.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			178,421.00	160,963.00	-9.8%
TOTAL, REVENUES			4,012,816.00	3,986,867.00	-0.6%
CERTIFICATED SALARIES					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	1,102,165.00	1,042,644.00	-5.4%
Classified Supervisors' and Administrators' Salaries		2300	114,931.00	238,773.00	107.8%
Clerical, Technical and Office Salaries		2400	112,621.00	128,621.00	14.2%
Other Classified Salaries		2900	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
TOTAL, CLASSIFIED SALARIES			1,329,717.00	1,410,038.00	6.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	287,923.00	317,615.00	10.3%
OASDI/Medicare/Alternative		3301-3302	100,146.00	107,896.00	7.7%
Health and Welfare Benefits		3401-3402	204,165.00	204,165.00	0.0%
Unemployment Insurance		3501-3502	656.00	766.00	16.8%
Workers' Compensation		3601-3602	23,933.00	28,903.00	20.8%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			616,823.00	659,345.00	6.9%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	416,827.00	416,827.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	1,363,504.00	1,355,013.00	-0.6%
TOTAL, BOOKS AND SUPPLIES			1,780,331.00	1,771,840.00	-0.5%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	525.00	525.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	125,440.00	125,440.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	70,500.00	70,500.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			196,465.00	196,465.00	0.0%
CAPITAL OUTLAY					
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs - Interfund		7350	140,800.00	140,800.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			140,800.00	140,800.00	0.0%
TOTAL, EXPENDITURES			4,064,136.00	4,178,488.00	2.8%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
From: General Fund		8916	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,251,163.00	2,242,672.00	-0.4%
3) Other State Revenue		8300-8599	1,583,232.00	1,583,232.00	0.0%
4) Other Local Revenue		8600-8799	178,421.00	160,963.00	-9.8%
5) TOTAL, REVENUES			4,012,816.00	3,986,867.00	-0.6%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		3,917,611.00	4,031,963.00	2.9%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		140,800.00	140,800.00	0.0%
8) Plant Services	8000-8999		5,725.00	5,725.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			4,064,136.00	4,178,488.00	2.8%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			(51,320.00)	(191,621.00)	273.4%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(51,320.00)	(191,621.00)	273.4%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	4,613,660.43	4,562,340.43	-1.1%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,613,660.43	4,562,340.43	-1.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,613,660.43	4,562,340.43	-1.1%
2) Ending Balance, June 30 (E + F1e)			4,562,340.43	4,370,719.43	-4.2%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,411,897.39	4,220,276.39	-4.3%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	150,443.04	150,443.04	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
5310	Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students)	3,058,158.50	2,381,249.50
5320	Child Nutrition: Child Care Food Program (CCFP) Claims-Centers and Family Day Care Homes (Meal Reimbursements)	1,180,609.22	1,665,897.22
7033	Child Nutrition: School Food Best Practices Apportionment	173,129.67	173,129.67
Total, Restricted Balance		4,411,897.39	4,220,276.39

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	35,962.00	32,366.00	-10.0%
5) TOTAL, REVENUES			35,962.00	32,366.00	-10.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	180,000.00	New
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	180,000.00	New
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			35,962.00	(147,634.00)	-510.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			35,962.00	(147,634.00)	-510.5%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	908,674.60	944,636.60	4.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			908,674.60	944,636.60	4.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			908,674.60	944,636.60	4.0%
2) Ending Balance, June 30 (E + F1e)			944,636.60	797,002.60	-15.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	944,636.60	797,002.60	-15.6%
e) Unassigned/Unappropriated Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
(G10 + H2) - (I6 + J2)			0.00		
LCFF SOURCES					
LCFF Transfers					
LCFF Transfers - Current Year		8091	0.00	0.00	0.0%
LCFF Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.0%
OTHER STATE REVENUE					
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	35,962.00	32,366.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			35,962.00	32,366.00	-10.0%
TOTAL, REVENUES			35,962.00	32,366.00	-10.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	180,000.00	New
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	180,000.00	New
CAPITAL OUTLAY					
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	180,000.00	New
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	35,962.00	32,366.00	-10.0%
5) TOTAL, REVENUES			35,962.00	32,366.00	-10.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	180,000.00	New
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	180,000.00	New
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			35,962.00	(147,634.00)	-510.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			35,962.00	(147,634.00)	-510.5%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	908,674.60	944,636.60	4.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			908,674.60	944,636.60	4.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			908,674.60	944,636.60	4.0%
2) Ending Balance, June 30 (E + F1e)			944,636.60	797,002.60	-15.6%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	944,636.60	797,002.60	-15.6%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
Total, Restricted Balance		0.00	0.00

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	307,086.00	76,772.00	-75.0%
5) TOTAL, REVENUES			307,086.00	76,772.00	-75.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	1,178,625.00	100,440.00	-91.5%
6) Capital Outlay		6000-6999	9,273,103.00	776,565.00	-91.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			10,451,728.00	877,005.00	-91.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(10,144,642.00)	(800,233.00)	-92.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(10,144,642.00)	(800,233.00)	-92.1%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	10,955,765.48	811,123.48	-92.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,955,765.48	811,123.48	-92.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			10,955,765.48	811,123.48	-92.6%
2) Ending Balance, June 30 (E + F1e)			811,123.48	10,890.48	-98.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	811,123.48	2,890.48	-99.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	8,000.00	New
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions					
Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies					
Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes					
Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	307,086.00	76,772.00	-75.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			307,086.00	76,772.00	-75.0%
TOTAL, REVENUES			307,086.00	76,772.00	-75.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,178,625.00	100,440.00	-91.5%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,178,625.00	100,440.00	-91.5%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	2,712,698.00	0.00	-100.0%
Buildings and Improvements of Buildings		6200	6,320,810.00	536,970.00	-91.5%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	239,595.00	239,595.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			9,273,103.00	776,565.00	-91.6%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			10,451,728.00	877,005.00	-91.6%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	307,086.00	76,772.00	-75.0%
5) TOTAL, REVENUES			307,086.00	76,772.00	-75.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		10,451,728.00	877,005.00	-91.6%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			10,451,728.00	877,005.00	-91.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			(10,144,642.00)	(800,233.00)	-92.1%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(10,144,642.00)	(800,233.00)	-92.1%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	10,955,765.48	811,123.48	-92.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,955,765.48	811,123.48	-92.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			10,955,765.48	811,123.48	-92.6%
2) Ending Balance, June 30 (E + F1e)			811,123.48	10,890.48	-98.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	811,123.48	2,890.48	-99.6%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	8,000.00	New
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
9010	Other Restricted Local	811,123.48	2,890.48
Total, Restricted Balance		811,123.48	2,890.48

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,422,152.00	699,790.00	-50.8%
5) TOTAL, REVENUES			1,422,152.00	699,790.00	-50.8%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,422,152.00	699,790.00	-50.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,422,152.00	699,790.00	-50.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	5,105,765.40	6,527,917.40	27.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,105,765.40	6,527,917.40	27.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,105,765.40	6,527,917.40	27.9%
2) Ending Balance, June 30 (E + F1e)			6,527,917.40	7,227,707.40	10.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	6,326,541.48	7,026,331.48	11.1%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	201,375.92	201,375.92	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00		
OTHER STATE REVENUE					
Tax Relief Subventions					
Restricted Levies - Other					
Homeowners' Exemptions			8575	0.00	0.00
Other Subventions/In-Lieu Taxes			8576	0.00	0.00
All Other State Revenue			8590	0.00	0.00
TOTAL, OTHER STATE REVENUE				0.00	0.00
OTHER LOCAL REVENUE					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies					
Secured Roll			8615	0.00	0.00
Unsecured Roll			8616	0.00	0.00
Prior Years' Taxes			8617	0.00	0.00
Supplemental Taxes			8618	0.00	0.00
Non-Ad Valorem Taxes					
Parcel Taxes			8621	0.00	0.00
Other			8622	0.00	0.00
Community Redevelopment Funds Not Subject to LCFF Deduction			8625	0.00	0.00
Penalties and Interest from Delinquent Non-LCFF Taxes			8629	0.00	0.00
Sales					
Sale of Equipment/Supplies			8631	0.00	0.00
Interest			8660	221,989.00	199,790.00
Net Increase (Decrease) in the Fair Value of Investments			8662	0.00	0.00
Fees and Contracts					
Mitigation/Developer Fees			8681	1,200,163.00	500,000.00
Other Local Revenue					
All Other Local Revenue			8699	0.00	0.00
All Other Transfers In from All Others			8799	0.00	0.00
TOTAL, OTHER LOCAL REVENUE				1,422,152.00	699,790.00
TOTAL, REVENUES				1,422,152.00	699,790.00
CERTIFICATED SALARIES					
Other Certificated Salaries			1900	0.00	0.00
TOTAL, CERTIFICATED SALARIES				0.00	0.00
CLASSIFIED SALARIES					
Classified Support Salaries			2200	0.00	0.00

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.0%
CAPITAL OUTLAY					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
Lease Assets		6600	0.00	0.00	0.0%
Subscription Assets		6700	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: State School Building Fund/County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Proceeds					
Proceeds from Disposal of Capital Assets		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,422,152.00	699,790.00	-50.8%
5) TOTAL, REVENUES			1,422,152.00	699,790.00	-50.8%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			1,422,152.00	699,790.00	-50.8%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			1,422,152.00	699,790.00	-50.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	5,105,765.40	6,527,917.40	27.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,105,765.40	6,527,917.40	27.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,105,765.40	6,527,917.40	27.9%
2) Ending Balance, June 30 (E + F1e)			6,527,917.40	7,227,707.40	10.7%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	6,326,541.48	7,026,331.48	11.1%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	201,375.92	201,375.92	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
9010	Other Restricted Local	6,326,541.48	7,026,331.48
Total, Restricted Balance		6,326,541.48	7,026,331.48

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	205,673.00	185,106.00	-10.0%
5) TOTAL, REVENUES			205,673.00	185,106.00	-10.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	32,500.00	32,500.00	0.0%
6) Capital Outlay		6000-6999	100,608.00	100,608.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			133,108.00	133,108.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			72,565.00	51,998.00	-28.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			72,565.00	51,998.00	-28.3%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	5,148,367.05	5,220,932.05	1.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,148,367.05	5,220,932.05	1.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,148,367.05	5,220,932.05	1.4%
2) Ending Balance, June 30 (E + F1e)			5,220,932.05	5,272,930.05	1.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,923,954.17	4,848,536.17	-1.5%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	296,977.88	424,393.88	42.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
FEMA		8281	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Community Redevelopment Funds Not Subject to LCFF Deduction		8625	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	205,673.00	185,106.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			205,673.00	185,106.00	-10.0%
TOTAL, REVENUES			205,673.00	185,106.00	-10.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference	
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%	
Other Employee Benefits		3901-3902	0.00	0.00	0.0%	
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%	
BOOKS AND SUPPLIES						
Books and Other Reference Materials		4200	0.00	0.00	0.0%	
Materials and Supplies		4300	0.00	0.00	0.0%	
Noncapitalized Equipment		4400	0.00	0.00	0.0%	
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%	
SERVICES AND OTHER OPERATING EXPENDITURES						
Subagreements for Services		5100	0.00	0.00	0.0%	
Travel and Conferences		5200	0.00	0.00	0.0%	
Insurance		5400-5450	0.00	0.00	0.0%	
Operations and Housekeeping Services		5500	0.00	0.00	0.0%	
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%	
Transfers of Direct Costs		5710	0.00	0.00	0.0%	
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%	
Professional/Consulting Services and Operating Expenditures		5800	32,500.00	32,500.00	0.0%	
Communications		5900	0.00	0.00	0.0%	
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			32,500.00	32,500.00	0.0%	
CAPITAL OUTLAY						
Land		6100	0.00	0.00	0.0%	
Land Improvements		6170	40,500.00	40,500.00	0.0%	
Buildings and Improvements of Buildings		6200	60,108.00	60,108.00	0.0%	
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%	
Equipment		6400	0.00	0.00	0.0%	
Equipment Replacement		6500	0.00	0.00	0.0%	
Lease Assets		6600	0.00	0.00	0.0%	
Subscription Assets		6700	0.00	0.00	0.0%	
TOTAL, CAPITAL OUTLAY			100,608.00	100,608.00	0.0%	
OTHER OUTGO (excluding Transfers of Indirect Costs)						
Other Transfers Out						
Transfers of Pass-Through Revenues						
To Districts or Charter Schools			7211	0.00	0.00	0.0%
To County Offices			7212	0.00	0.00	0.0%
To JPAs			7213	0.00	0.00	0.0%
All Other Transfers Out to All Others			7299	0.00	0.00	0.0%
Debt Service						
Debt Service - Interest			7438	0.00	0.00	0.0%
Other Debt Service - Principal			7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)				0.00	0.00	0.0%
TOTAL, EXPENDITURES				133,108.00	133,108.00	0.0%
INTERFUND TRANSFERS						
INTERFUND TRANSFERS IN						
From: General Fund/CSSF			8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In			8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN				0.00	0.00	0.0%
INTERFUND TRANSFERS OUT						
To: General Fund/CSSF			7612	0.00	0.00	0.0%
To: State School Building Fund/County School Facilities Fund			7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out			7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT				0.00	0.00	0.0%
OTHER SOURCES/USES						
SOURCES						
Proceeds						
Proceeds from Disposal of Capital Assets			8953	0.00	0.00	0.0%
Other Sources						
Transfers from Funds of Lapsed/Reorganized LEAs			8965	0.00	0.00	0.0%
Long-Term Debt Proceeds						
Proceeds from Certificates of Participation			8971	0.00	0.00	0.0%
Proceeds from Leases			8972	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
Proceeds from SBITAs		8974	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	205,673.00	185,106.00	-10.0%
5) TOTAL, REVENUES			205,673.00	185,106.00	-10.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		133,108.00	133,108.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENDITURES			133,108.00	133,108.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			72,565.00	51,998.00	-28.3%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			72,565.00	51,998.00	-28.3%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	5,148,367.05	5,220,932.05	1.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			5,148,367.05	5,220,932.05	1.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			5,148,367.05	5,220,932.05	1.4%
2) Ending Balance, June 30 (E + F1e)			5,220,932.05	5,272,930.05	1.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	4,923,954.17	4,848,536.17	-1.5%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	296,977.88	424,393.88	42.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
9010	Other Restricted Local	4,923,954.17	4,848,536.17
Total, Restricted Balance		4,923,954.17	4,848,536.17

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	7,593,911.00	7,593,911.00	0.0%
5) TOTAL, REVENUES			7,593,911.00	7,593,911.00	0.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	7,340,838.00	7,340,838.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			7,340,838.00	7,340,838.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			253,073.00	253,073.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			253,073.00	253,073.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	10,395,408.00	10,648,481.00	2.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,395,408.00	10,648,481.00	2.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			10,395,408.00	10,648,481.00	2.4%
2) Ending Balance, June 30 (E + F1e)			10,648,481.00	10,901,554.00	2.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	10,648,481.00	10,901,554.00	2.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
Tax Relief Subventions					
Voted Indebtedness Levies					
Homeowners' Exemptions		8571	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8572	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
County and District Taxes					
Voted Indebtedness Levies					
Secured Roll		8611	7,236,565.00	7,236,565.00	0.0%
Unsecured Roll		8612	88,433.00	88,433.00	0.0%
Prior Years' Taxes		8613	129,256.00	129,256.00	0.0%
Supplemental Taxes		8614	120,163.00	120,163.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.0%
Interest		8660	19,494.00	19,494.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			7,593,911.00	7,593,911.00	0.0%
TOTAL, REVENUES			7,593,911.00	7,593,911.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Bond Redemptions		7433	2,816,445.00	2,816,445.00	0.0%
Bond Interest and Other Service Charges		7434	4,524,393.00	4,524,393.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			7,340,838.00	7,340,838.00	0.0%
TOTAL, EXPENDITURES			7,340,838.00	7,340,838.00	0.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
To: General Fund		7614	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	7,593,911.00	7,593,911.00	0.0%
5) TOTAL, REVENUES			7,593,911.00	7,593,911.00	0.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	7,340,838.00	7,340,838.00	0.0%
10) TOTAL, EXPENDITURES			7,340,838.00	7,340,838.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			253,073.00	253,073.00	0.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			253,073.00	253,073.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	10,395,408.00	10,648,481.00	2.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			10,395,408.00	10,648,481.00	2.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			10,395,408.00	10,648,481.00	2.4%
2) Ending Balance, June 30 (E + F1e)			10,648,481.00	10,901,554.00	2.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	10,648,481.00	10,901,554.00	2.4%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
9010	Other Restricted Local	10,648,481.00	10,901,554.00
Total, Restricted Balance		10,648,481.00	10,901,554.00

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFE Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,001.00	2,701.00	-10.0%
5) TOTAL, REVENUES			3,001.00	2,701.00	-10.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	220,280.00	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			220,280.00	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(217,279.00)	2,701.00	-101.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	220,280.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			220,280.00	0.00	-100.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			3,001.00	2,701.00	-10.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	8,511.00	11,512.00	35.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			8,511.00	11,512.00	35.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			8,511.00	11,512.00	35.3%
2) Ending Balance, June 30 (E + F1e)			11,512.00	14,213.00	23.5%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	8,511.00	8,511.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. FUND EQUITY					
Ending Fund Balance, June 30 (G10 + H2) - (I6 + J2)			0.00		
FEDERAL REVENUE					
All Other Federal Revenue		8290	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.0%
OTHER STATE REVENUE					
All Other State Revenue		8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Interest		8660	3,001.00	2,701.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			3,001.00	2,701.00	-10.0%
TOTAL, REVENUES			3,001.00	2,701.00	-10.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Debt Service					
Debt Service - Interest		7438	5,280.00	0.00	-100.0%
Other Debt Service - Principal		7439	215,000.00	0.00	-100.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			220,280.00	0.00	-100.0%
TOTAL, EXPENDITURES			220,280.00	0.00	-100.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	220,280.00	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			220,280.00	0.00	-100.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			220,280.00	0.00	-100.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,001.00	2,701.00	-10.0%
5) TOTAL, REVENUES			3,001.00	2,701.00	-10.0%
B. EXPENDITURES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	220,280.00	0.00	-100.0%
10) TOTAL, EXPENDITURES			220,280.00	0.00	-100.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 -B10)			(217,279.00)	2,701.00	-101.2%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	220,280.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			220,280.00	0.00	-100.0%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			3,001.00	2,701.00	-10.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	8,511.00	11,512.00	35.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			8,511.00	11,512.00	35.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			8,511.00	11,512.00	35.3%
2) Ending Balance, June 30 (E + F1e)			11,512.00	14,213.00	23.5%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	3,001.00	5,702.00	90.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments (by Resource/Object)		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments (by Resource/Object)		9780	8,511.00	8,511.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
9010	Other Restricted Local	3,001.00	5,702.00
Total, Restricted Balance		3,001.00	5,702.00

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	30,531.00	30,156.00	-1.2%
5) TOTAL, REVENUES			30,531.00	30,156.00	-1.2%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	5,138.00	944.00	-81.6%
3) Employee Benefits		3000-3999	1,843.00	311.00	-83.1%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	0.00	0.00	0.0%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			6,981.00	1,255.00	-82.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			23,550.00	28,901.00	22.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			23,550.00	28,901.00	22.7%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	125,294.70	148,844.70	18.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			125,294.70	148,844.70	18.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			125,294.70	148,844.70	18.8%
2) Ending Net Position, June 30 (E + F1e)			148,844.70	177,745.70	19.4%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	141,509.38	167,030.38	18.0%
c) Unrestricted Net Position		9790	7,335.32	10,715.32	46.1%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (G11 + H2) - (I7 + J2)			0.00		
OTHER STATE REVENUE					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
All Other Sales		8639	26,776.00	26,776.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	3,755.00	3,380.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			30,531.00	30,156.00	-1.2%
TOTAL, REVENUES			30,531.00	30,156.00	-1.2%
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Classified Support Salaries		2200	0.00	944.00	New
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	5,138.00	0.00	-100.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			5,138.00	944.00	-81.6%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	1,363.00	222.00	-83.7%
OASDI/Medicare/Alternative		3301-3302	387.00	67.00	-82.7%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	2.00	2.00	0.0%
Workers' Compensation		3601-3602	91.00	20.00	-78.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			1,843.00	311.00	-83.1%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and					
Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			0.00	0.00	0.0%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%
TOTAL, EXPENSES			6,981.00	1,255.00	-82.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	30,531.00	30,156.00	-1.2%
5) TOTAL, REVENUES			30,531.00	30,156.00	-1.2%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		6,981.00	1,255.00	-82.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			6,981.00	1,255.00	-82.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			23,550.00	28,901.00	22.7%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			23,550.00	28,901.00	22.7%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	125,294.70	148,844.70	18.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			125,294.70	148,844.70	18.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			125,294.70	148,844.70	18.8%
2) Ending Net Position, June 30 (E + F1e)			148,844.70	177,745.70	19.4%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	141,509.38	167,030.38	18.0%
c) Unrestricted Net Position		9790	7,335.32	10,715.32	46.1%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
9010	Other Restricted Local	141,509.38	167,030.38
Total, Restricted Net Position		141,509.38	167,030.38

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	40,753.00	36,678.00	-10.0%
5) TOTAL, REVENUES			40,753.00	36,678.00	-10.0%
B. EXPENSES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	0.00	0.00	0.0%
6) Depreciation and Amortization		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			40,753.00	36,678.00	-10.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	2,300,000.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			2,300,000.00	0.00	-100.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			2,340,753.00	36,678.00	-98.4%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	1,029,703.57	3,370,456.57	227.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,029,703.57	3,370,456.57	227.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			1,029,703.57	3,370,456.57	227.3%
2) Ending Net Position, June 30 (E + F1e)			3,370,456.57	3,407,134.57	1.1%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	987,418.93	987,418.93	0.0%
c) Unrestricted Net Position		9790	2,383,037.64	2,419,715.64	1.5%
G. ASSETS					
1) Cash					
a) in County Treasury		9110	0.00		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	0.00		
e) Collections Awaiting Deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	0.00		
e) Accumulated Depreciation - Buildings		9435	0.00		
f) Equipment		9440	0.00		
g) Accumulated Depreciation - Equipment		9445	0.00		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
k) Subscription Assets		9470	0.00		
l) Accumulated Amortization-Subscription Assets		9475	0.00		
11) TOTAL, ASSETS			0.00		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		
I. LIABILITIES					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Subscription Liability		9660	0.00		
b) Net Pension Liability		9663	0.00		
c) Total/Net OPEB Liability		9664	0.00		
d) Compensated Absences		9665	0.00		
e) COPs Payable		9666	0.00		
f) Leases Payable		9667	0.00		
g) Lease Revenue Bonds Payable		9668	0.00		
h) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			0.00		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (G11 + H2) - (I7 + J2)			0.00		
OTHER STATE REVENUE					
STRS On-Behalf Pension Contributions	7690	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	0.0%
OTHER LOCAL REVENUE					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	40,753.00	36,678.00	-10.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
In-District Premiums/					
Contributions		8674	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			40,753.00	36,678.00	-10.0%
TOTAL, REVENUES			40,753.00	36,678.00	-10.0%
CERTIFICATED SALARIES					
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.0%
CLASSIFIED SALARIES					
Classified Support Salaries		2200	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	0.0%
EMPLOYEE BENEFITS					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	0.0%
BOOKS AND SUPPLIES					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and					
Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			0.00	0.00	0.0%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	0.00	0.00	0.0%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
Amortization Expense-Subscription Assets		6920	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			0.00	0.00	0.0%
TOTAL, EXPENSES			0.00	0.00	0.0%
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	2,300,000.00	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			2,300,000.00	0.00	-100.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					
(a - b + c - d + e)			2,300,000.00	0.00	-100.0%

Description	Function Codes	Object Codes	2024-25 Estimated Actuals	2025-26 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	40,753.00	36,678.00	-10.0%
5) TOTAL, REVENUES			40,753.00	36,678.00	-10.0%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		0.00	0.00	0.0%
2) Instruction - Related Services	2000-2999		0.00	0.00	0.0%
3) Pupil Services	3000-3999		0.00	0.00	0.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		0.00	0.00	0.0%
8) Plant Services	8000-8999		0.00	0.00	0.0%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			40,753.00	36,678.00	-10.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	2,300,000.00	0.00	-100.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			2,300,000.00	0.00	-100.0%
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			2,340,753.00	36,678.00	-98.4%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	1,029,703.57	3,370,456.57	227.3%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,029,703.57	3,370,456.57	227.3%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			1,029,703.57	3,370,456.57	227.3%
2) Ending Net Position, June 30 (E + F1e)			3,370,456.57	3,407,134.57	1.1%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	987,418.93	987,418.93	0.0%
c) Unrestricted Net Position		9790	2,383,037.64	2,419,715.64	1.5%

Resource	Description	2024-25 Estimated Actuals	2025-26 Budget
9010	Other Restricted Local	987,418.93	987,418.93
Total, Restricted Net Position		987,418.93	987,418.93

Description	2024-25 Estimated Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	4,629.19	4,629.19	4,709.59	4,541.65	4,541.65	4,628.92
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	4,629.19	4,629.19	4,709.59	4,541.65	4,541.65	4,628.92
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class	1.58	1.58	1.58	1.58	1.58	1.58
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	1.58	1.58	1.58	1.58	1.58	1.58
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	4,630.77	4,630.77	4,711.17	4,543.23	4,543.23	4,630.50
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2024-25 Estimated Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education Grant ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.00
2. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.00
4. Adults in Correctional Facilities						
5. County Operations Grant ADA						
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2024-25 Estimated Actuals			2025-26 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools.						
Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA						
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA						
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:		JUNE								
A. BEGINNING CASH			31,440,730.43	32,569,117.98	28,540,530.12	27,775,454.90	23,962,181.08	20,560,091.01	30,973,898.83	27,257,256.64
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		1,667,949.60	1,667,949.60	5,387,929.53	3,002,309.28	3,002,309.28	5,387,929.53	3,002,309.28	3,002,309.28
Property Taxes	8020-8079		0.00	0.00	0.00	0.00	0.00	10,614,801.50	0.00	0.00
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		0.00	0.00	0.00	58,344.90	58,344.90	324,121.65	130,062.65	58,344.90
Other State Revenue	8300-8599		251,888.35	391,738.35	453,399.03	515,995.53	681,320.03	769,328.28	575,549.53	1,013,550.83
Other Local Revenue	8600-8799		339,307.45	339,307.45	886,405.41	651,635.51	721,768.26	1,277,287.51	651,635.51	652,225.51
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			2,259,145.40	2,398,995.40	6,727,733.97	4,228,285.22	4,463,742.47	18,373,468.47	4,359,556.97	4,726,430.52
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		621,505.14	2,641,396.85	2,672,472.10	2,672,472.10	2,672,472.10	2,672,472.10	2,672,472.10	2,672,472.10
Classified Salaries	2000-2999		0.00	784,621.10	1,095,763.95	1,217,515.50	1,217,515.50	1,231,043.45	1,231,043.45	1,231,043.45
Employee Benefits	3000-3999		126,673.03	1,224,505.98	1,710,085.93	1,921,207.65	1,921,207.65	1,921,207.65	1,942,319.82	1,921,207.65
Books and Supplies	4000-4999		48,180.10	200,750.40	281,050.56	321,200.64	321,200.64	401,500.80	321,200.64	321,200.64
Services	5000-5999		137,989.93	1,379,899.28	1,379,899.28	1,379,899.28	1,379,899.28	1,379,899.28	1,379,899.28	1,379,899.28
Capital Outlay	6000-6999		0.00	0.00	0.00	175,726.50	0.00	0.00	175,726.50	0.00
Other Outgo	7000-7499		196,409.65	196,409.65	353,537.37	353,537.37	353,537.37	353,537.37	353,537.37	376,485.37
Interfund Transfers Out	7600-7629		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			1,130,757.85	6,427,583.26	7,492,809.19	8,041,559.04	7,865,832.54	7,959,660.65	8,076,199.16	7,902,308.49
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380									
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Inflows of Resources	9690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			1,128,387.55	(4,028,587.86)	(765,075.22)	(3,813,273.82)	(3,402,090.07)	10,413,807.82	(3,716,642.19)	(3,175,877.97)
F. ENDING CASH (A + E)			32,569,117.98	28,540,530.12	27,775,454.90	23,962,181.08	20,560,091.01	30,973,898.83	27,257,256.64	24,081,378.67
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:		JUNE							
A. BEGINNING CASH		24,081,378.67	23,600,517.74	30,425,595.10	26,785,436.83				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	5,387,929.53	3,002,309.28	3,002,309.28	2,385,620.25	3,002,309.28	0.00	42,901,473.00	42,901,473.00
Property Taxes	8020-8079	0.00	10,614,801.50	0.00	0.00	0.00	0.00	21,229,603.00	21,229,603.00
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	324,121.65	130,062.65	58,344.90	324,121.65	1,499,983.15	0.00	2,965,853.00	2,965,853.00
Other State Revenue	8300-8599	769,328.28	515,995.53	582,664.83	433,717.02	4,047,378.41	0.00	11,001,854.00	11,001,854.00
Other Local Revenue	8600-8799	997,420.26	651,635.51	651,635.51	736,666.85	721,768.26	0.00	9,278,699.00	9,278,699.00
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		7,478,799.72	14,914,804.47	4,294,954.52	3,880,125.77	9,271,439.10	0.00	87,377,482.00	87,377,482.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	2,672,472.10	2,672,472.10	2,672,472.10	2,796,773.13	963,332.97	0.00	31,075,256.99	31,075,257.00
Classified Salaries	2000-2999	1,231,043.45	1,244,571.40	1,244,571.40	1,379,850.90	419,366.45	0.00	13,527,950.00	13,527,950.00
Employee Benefits	3000-3999	1,921,207.65	1,942,319.82	1,963,432.00	2,111,217.20	485,579.96	0.00	21,112,171.99	21,112,172.00
Books and Supplies	4000-4999	401,500.80	321,200.64	321,200.64	433,620.86	321,200.64	0.00	4,015,008.00	4,015,008.00
Services	5000-5999	1,379,899.28	1,379,899.28	1,379,899.28	1,379,899.28	1,931,858.99	0.00	17,248,741.00	17,248,741.00
Capital Outlay	6000-6999	0.00	175,726.50	0.00	0.00	175,726.50	0.00	702,906.00	702,906.00
Other Outgo	7000-7499	353,537.37	353,537.37	353,537.37	0.00	4,970.37	0.00	3,602,574.00	3,602,574.00
Interfund Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		7,959,660.65	8,089,727.11	7,935,112.79	8,101,361.37	4,302,035.88	0.00	91,284,607.98	91,284,608.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Accounts Receivable	9200-9299	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Nonoperating</u>									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		(480,860.93)	6,825,077.36	(3,640,158.27)	(4,221,235.60)	4,969,403.22	0.00	(3,907,125.98)	(3,907,126.00)
F. ENDING CASH (A + E)		23,600,517.74	30,425,595.10	26,785,436.83	22,564,201.23				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								27,533,604.45	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:		JUNE								
A. BEGINNING CASH			22,564,201.23	24,910,603.62	20,544,026.27	19,771,707.80	16,703,131.20	14,409,087.85	25,999,132.02	23,492,051.62
B. RECEIPTS										
LCFF Sources										
Principal Apportionment	8010-8019		1,719,221.65	1,719,221.65	5,535,287.47	3,094,598.97	3,094,598.97	5,535,287.47	3,094,598.97	3,094,598.97
Property Taxes	8020-8079		0.00	0.00	0.00	0.00	0.00	10,614,801.50	0.00	0.00
Miscellaneous Funds	8080-8099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299		0.00	0.00	0.00	58,344.90	58,344.90	324,121.65	130,062.65	58,344.90
Other State Revenue	8300-8599		252,816.47	395,463.47	455,069.65	455,069.65	689,873.86	782,622.01	514,623.65	1,032,138.03
Other Local Revenue	8600-8799		339,307.45	339,307.45	887,614.42	651,635.51	721,768.26	1,278,496.52	651,635.51	652,225.51
Interfund Transfers In	8900-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS			2,311,345.57	2,453,992.57	6,877,971.54	4,259,649.03	4,564,585.99	18,535,329.15	4,390,920.78	4,837,307.41
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		620,798.67	2,638,394.33	2,669,434.26	2,669,434.26	2,669,434.26	2,669,434.26	2,669,434.26	2,669,434.26
Classified Salaries	2000-2999		0.00	800,253.49	1,117,595.39	1,241,772.65	1,241,772.65	1,255,570.12	1,255,570.12	1,255,570.12
Employee Benefits	3000-3999		126,230.22	1,220,225.47	1,704,107.98	1,914,491.68	1,914,491.68	1,914,491.68	1,935,530.05	1,914,491.68
Books and Supplies	4000-4999		43,714.90	182,145.43	255,003.60	291,432.69	291,432.69	364,290.86	291,432.69	291,432.69
Services	5000-5999		131,510.46	1,315,104.60	1,315,104.60	1,315,104.60	1,315,104.60	1,315,104.60	1,315,104.60	1,315,104.60
Capital Outlay	6000-6999		0.00	0.00	0.00	4,536.00	0.00	0.00	4,536.00	0.00
Other Outgo	7000-7499		196,409.65	196,409.65	353,537.37	353,537.37	353,537.37	353,537.37	353,537.37	376,485.37
Interfund Transfers Out	7600-7629		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
All Other Financing Uses	7630-7699		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS			1,118,663.90	6,352,532.97	7,414,783.20	7,790,309.25	7,785,773.25	7,872,428.89	7,825,145.09	7,822,518.72
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	9200-9299	9,271,439.10	2,781,431.73	927,143.91	927,143.91	927,143.91	927,143.91	927,143.91	927,143.91	927,143.91
Due From Other Funds	9310	348,567.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lease Receivable	9380									
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		9,620,006.10	2,781,431.73	927,143.91	927,143.91	927,143.91	927,143.91	927,143.91	927,143.91	927,143.91
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599	4,650,602.88	1,627,711.01	1,395,180.86	1,162,650.72	465,060.29	0.00	0.00	0.00	0.00
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Inflows of Resources	9690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		4,650,602.88	1,627,711.01	1,395,180.86	1,162,650.72	465,060.29	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BALANCE SHEET ITEMS		4,969,403.22	1,153,720.72	(468,036.95)	(235,506.81)	462,083.62	927,143.91	927,143.91	927,143.91	927,143.91
E. NET INCREASE/DECREASE (B - C + D)			2,346,402.39	(4,366,577.35)	(772,318.47)	(3,068,576.60)	(2,294,043.35)	11,590,044.17	(2,507,080.40)	(2,058,067.40)
F. ENDING CASH (A + E)			24,910,603.62	20,544,026.27	19,771,707.80	16,703,131.20	14,409,087.85	25,999,132.02	23,492,051.62	21,433,984.22
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:		JUNE							
A. BEGINNING CASH		21,433,984.22	21,202,215.73	28,309,441.44	24,846,815.16				
B. RECEIPTS									
LCFF Sources									
Principal Apportionment	8010-8019	5,535,287.47	3,094,598.97	3,094,598.97	2,440,688.50	3,094,598.97	0.00	44,147,187.00	44,147,187.00
Property Taxes	8020-8079	0.00	10,614,801.50	0.00	0.00	0.00	0.00	21,229,603.00	21,229,603.00
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	324,121.65	130,062.65	58,344.90	324,121.65	1,499,983.15	0.00	2,965,853.00	2,965,853.00
Other State Revenue	8300-8599	782,622.01	455,069.65	588,239.28	446,782.87	4,001,838.01	0.00	10,852,228.61	10,852,228.64
Other Local Revenue	8600-8799	998,629.27	651,635.51	651,635.51	737,875.86	721,768.26	0.00	9,283,535.04	9,283,535.04
Interfund Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		7,640,660.40	14,946,168.28	4,392,818.66	3,949,468.88	9,318,188.39	0.00	88,478,406.65	88,478,406.68
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	2,669,434.26	2,669,434.26	2,669,434.26	2,793,594.00	962,237.93	0.00	31,039,933.27	31,039,933.30
Classified Salaries	2000-2999	1,255,570.12	1,269,367.60	1,269,367.60	1,407,342.34	427,721.69	0.00	13,797,473.89	13,797,473.90
Employee Benefits	3000-3999	1,914,491.68	1,935,530.05	1,956,568.42	2,103,837.01	483,882.51	0.00	21,038,370.11	21,038,370.10
Books and Supplies	4000-4999	364,290.86	291,432.69	291,432.69	393,434.13	291,432.69	0.00	3,642,908.61	3,642,908.62
Services	5000-5999	1,315,104.60	1,315,104.60	1,315,104.60	1,315,104.60	1,841,146.44	0.00	16,438,807.50	16,438,807.47
Capital Outlay	6000-6999	0.00	4,536.00	0.00	0.00	4,536.00	0.00	18,144.00	18,144.00
Other Outgo	7000-7499	353,537.37	353,537.37	353,537.37	0.00	4,970.37	0.00	3,602,574.00	3,602,574.00
Interfund Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
TOTAL DISBURSEMENTS		7,872,428.89	7,838,942.57	7,855,444.94	8,013,312.08	4,015,927.63	0.00	89,578,211.38	89,578,211.39
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Accounts Receivable	9200-9299	0.00	0.00	0.00	0.00	0.00	0.00	9,271,439.10	
Due From Other Funds	9310	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Stores	9320	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Prepaid Expenditures	9330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Assets	9340	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lease Receivable	9380							0.00	
Deferred Outflows of Resources	9490	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	9,271,439.10	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599	0.00	0.00	0.00	0.00	0.00	0.00	4,650,602.88	
Due To Other Funds	9610	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Current Loans	9640	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Unearned Revenues	9650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Deferred Inflows of Resources	9690	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	4,650,602.88	
<u>Nonoperating</u>									
Suspense Clearing	9910	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	4,620,836.22	
E. NET INCREASE/DECREASE (B - C + D)		(231,768.49)	7,107,225.71	(3,462,626.28)	(4,063,843.20)	5,302,260.76	0.00	3,521,031.49	(1,099,804.71)
F. ENDING CASH (A + E)		21,202,215.73	28,309,441.44	24,846,815.16	20,782,971.96				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								26,085,232.72	

ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to Education Code Section 42141, if a school district, either individually or as a member of a joint powers agency, is self-insured for workers' compensation claims, the superintendent of the school district annually shall provide information to the governing board of the school district regarding the estimated accrued but unfunded cost of those claims. The governing board annually shall certify to the county superintendent of schools the amount of money, if any, that it has decided to reserve in its budget for the cost of those claims.

To the County Superintendent of Schools:

Our district is self-insured for workers' compensation claims as defined in Education Code Section 42141(a):

Total liabilities actuarially determined:	\$	_____
Less: Amount of total liabilities reserved in budget:	\$	_____
Estimated accrued but unfunded liabilities:	\$	_____ 0.00

This school district is self-insured for workers' compensation claims through a JPA, and offers the following information:

The District participates in one joint ventures under joint powers authority (JPA), the Alliance of Schools for Cooperative Insurance Programs (ASCIP).

This school district is not self-insured for workers' compensation claims.

Signed _____

Date of Meeting: 06/26/2025

Clerk/Secretary of the Governing Board

(Original signature required)

Printed Name: Dr. Greg Gero _____

Title: Interim Assistant Superintendent
Business Services _____

For additional information on this certification, please contact:

Name: Dr. Greg Gero _____

Title: Assistant Superintendent Business
Services _____

Telephone: (626) 471-2050 _____

E-mail: ggero@monroviashools.net _____

Current Expense Formula/Minimum Classroom Compensation

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	31,196,146.00	301	400.00	303	31,195,746.00	305	884,139.00		307	30,311,607.00	309
2000 - Classified Salaries	12,226,172.70	311	18,048.00	313	12,208,124.70	315	864,278.00		317	11,343,846.70	319
3000 - Employee Benefits	21,324,553.00	321	2,797.00	323	21,321,756.00	325	468,851.00		327	20,852,905.00	329
4000 - Books, Supplies Equip Replace. (6500)	4,482,090.80	331	2,053.00	333	4,480,037.80	335	924,876.00		337	3,555,161.80	339
5000 - Services . . . & 7300 - Indirect Costs	18,526,840.00	341	17,306.00	343	18,509,534.00	345	2,271,133.00		347	16,238,401.00	349
TOTAL					87,715,198.50	365			TOTAL	82,301,921.50	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)	Object		EDP No.
1. Teacher Salaries as Per EC 41011.	1100	23,710,150.00	375
2. Salaries of Instructional Aides Per EC 41011.	2100	2,729,914.70	380
3. STRS.	3101 & 3102	7,499,047.00	382
4. PERS.	3201 & 3202	912,381.00	383
5. OASDI - Regular, Medicare and Alternative.	3301 & 3302	650,049.00	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).	3401 & 3402	4,262,134.00	385
7. Unemployment Insurance.	3501 & 3502	13,578.00	390
8. Workers' Compensation Insurance.	3601 & 3602	485,984.00	392
9. OPEB, Active Employees (EC 41372).	3751 & 3752	0.00	
10. Other Benefits (EC 22310).	3901 & 3902	0.00	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10).		40,263,237.70	395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.		0.00	
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).		667,080.00	396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.			396
14. TOTAL SALARIES AND BENEFITS.		39,596,157.70	397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.		48.11%	
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT	
A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
1. Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%
2. Percentage spent by this district (Part II, Line 15)	48.11%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	6.89%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369)	82,301,921.50
5. Deficiency Amount (Part III, Line 3 times Line 4)	5,670,602.39
PART IV: Explanation for adjustments entered in Part I, Column 4b (required)	

Budget, July 1
2025-26 Budget
GENERAL FUND
Current Expense Formula/Minimum Classroom
Compensation

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	31,075,257.00	301	408.00	303	31,074,849.00	305	884,139.00		307	30,190,710.00	309
2000 - Classified Salaries	13,527,950.00	311	14,739.00	313	13,513,211.00	315	832,788.00		317	12,680,423.00	319
3000 - Employee Benefits	21,112,172.00	321	1,139.00	323	21,111,033.00	325	451,748.00		327	20,659,285.00	329
4000 - Books, Supplies Equip Replace. (6500)	4,022,026.00	331	2,053.00	333	4,019,973.00	335	570,509.00		337	3,449,464.00	339
5000 - Services . . & 7300 - Indirect Costs	16,900,174.00	341	17,306.00	343	16,882,868.00	345	2,366,458.00		347	14,516,410.00	349
TOTAL					86,601,934.00	365	TOTAL			81,496,292.00	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)	Object	EDP No.
1. Teacher Salaries as Per EC 41011.	1100	375
2. Salaries of Instructional Aides Per EC 41011.	2100	380
3. STRS.	3101 & 3102	382
4. PERS.	3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative.	3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).	3401 & 3402	385
7. Unemployment Insurance.	3501 & 3502	390
8. Workers' Compensation Insurance.	3601 & 3602	392
9. OPEB, Active Employees (EC 41372).	3751 & 3752	0.00
10. Other Benefits (EC 22310).	3901 & 3902	0.00

11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10)	39,308,410.00	395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.	0.00	
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).	612,357.00	396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.		396
14. TOTAL SALARIES AND BENEFITS.	38,696,053.00	397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.	47.48%	
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')		

PART III: DEFICIENCY AMOUNT

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.

1. Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%	
2. Percentage spent by this district (Part II, Line 15)	47.48%	
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	7.52%	
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369).	81,496,292.00	
5. Deficiency Amount (Part III, Line 3 times Line 4)	6,128,521.16	

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)

Section I - Expenditures	Funds 01, 09, and 62			2024-25 Expenditures	
	Goals	Functions	Objects		
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	94,797,377.50	
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	2,815,249.00	
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)					
1. Community Services	All	5000-5999	1000-7999	438.00	
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999 except 6600, 6700, 6910, 6920	474,026.00	
3. Debt Service	All	9100	5400-5450, 5800, 7430-7439	0.00	
4. Other Transfers Out	All	9200	7200-7299	0.00	
5. Interfund Transfers Out	All	9300	7600-7629	2,623,426.00	
6. All Other Financing Uses	All	9100	7699		
7. Nonagency	All	9200	7651	0.00	
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00	
9. Supplemental expenditures made as a result of a Presidentially declared disaster	All	All	8710	2,565,695.00	
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.				
D. Plus additional MOE expenditures:				5,663,585.00	
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	51,320.00	
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.				
E. Total expenditures subject to MOE (Line A minus lines B and C-10, plus lines D1 and D2)				86,369,863.50	
Section II - Expenditures Per ADA				2024-25 Annual ADA/Exps. Per ADA	
A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9)				4,630.77	
B. Expenditures per ADA (Line I.E divided by Line II.A)				18,651.30	
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)			Total	Per ADA	
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)				82,737,924.98	17,905.50
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)				0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)				82,737,924.98	17,905.50
B. Required effort (Line A.2 times 90%)				74,464,132.48	16,114.95
C. Current year expenditures (Line I.E and Line II.B)				86,369,863.50	18,651.30
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)				0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)				MOE Met	

F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2026-27 may be reduced by the lower of the two percentages)	0.00%	0.00%
SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 3,603,384.00
- 2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 61,143,487.70

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 5.89%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool.
Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. **Entry required**

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

- 1. Other General Administration, less portion charged to restricted resources or specific goals
(Functions 7200-7600, objects 1000-5999, minus Line B9) 4,822,828.00
- 2. Centralized Data Processing, less portion charged to restricted resources or specific goals
(Function 7700, objects 1000-5999, minus Line B10) 1,518,718.00

3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000 - 5999)	42,876.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000 - 5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	583,088.50
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	6,967,510.50
9. Carry-Forward Adjustment (Part IV, Line F)	89,492.09
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	7,057,002.59
B. Base Costs	
1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	49,698,187.50
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	8,516,001.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	7,670,320.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	783,632.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	438.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	5,121.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	1,171,407.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000 - 5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	1,433.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	9,316,546.50
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	440,000.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	2,715,026.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	1,213,129.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	2,559,832.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	84,091,073.00
C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment (For information only - not for use when claiming/recovering indirect costs) (Line A8 divided by Line B19)	8.29%
D. Preliminary Proposed Indirect Cost Rate (For final approved fixed-with-carry-forward rate for use in 2026-27 see www.cde.ca.gov/fg/ac/ic) (Line A10 divided by Line B19)	8.39%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates

the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	6,967,510.50
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	1,472,225.14
2. Carry-forward adjustment amount deferred from prior year(s), if any	0.00
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (9.93%) times Part III, Line B19); zero if negative	89,492.09
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (9.93%) times Part III, Line B19) or (the highest rate used to recover costs from any program (9.93%) times Part III, Line B19); zero if positive	0.00
D. Preliminary carry-forward adjustment (Line C1 or C2)	89,492.09
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	not applicable
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	not applicable
LEA request for Option 1, Option 2, or Option 3	1
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	89,492.09

Approved indirect cost rate: 9.93%
Highest rate used in any program: 9.93%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except 4700 & 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	2600	2,801,406.00	278,179.00	9.93%
01	3310	336,088.00	33,373.00	9.93%
01	3315	22,532.00	2,237.00	9.93%
01	3327	25,000.00	2,482.00	9.93%
01	3410	119,866.00	723.00	0.60%
01	3550	19,840.00	500.00	2.52%
01	4127	120,714.00	11,986.00	9.93%
01	4201	12,379.00	1,092.00	8.82%
01	4203	124,810.00	3,100.00	2.48%
01	6010	742,115.00	37,105.00	5.00%
01	6053	12,008.00	1,192.00	9.93%
01	6266	60,131.00	5,971.00	9.93%
01	6520	70,558.00	7,006.00	9.93%
01	6546	259,191.00	12,959.00	5.00%
01	6690	429.00	42.00	9.79%
01	6770	285,550.00	10,412.00	3.65%
01	7412	86,056.00	8,545.00	9.93%
01	7413	30,300.00	3,008.00	9.93%
01	7435	2,024,635.00	201,046.00	9.93%
01	8150	2,415,124.00	239,821.00	9.93%
11	6371	150,000.00	11,066.00	7.38%
11	6391	1,929,485.00	96,473.00	5.00%
12	6105	1,210,160.00	60,508.00	5.00%
13	5310	2,478,224.00	134,000.00	5.41%
13	5320	81,608.00	6,800.00	8.33%

Budget, July 1
2024-25 Estimated Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	0.00		394,367.98	394,367.98
2. State Lottery Revenue	8560	884,139.00		379,578.00	1,263,717.00
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Proceeds from SBITAs	8974	0.00		0.00	0.00
6. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
7. Total Available (Sum Lines A1 through A6)		884,139.00	0.00	773,945.98	1,658,084.98
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	884,139.00		0.00	884,139.00
2. Classified Salaries	2000-2999	0.00		0.00	0.00
3. Employee Benefits	3000-3999	0.00		0.00	0.00
4. Books and Supplies	4000-4999	0.00		747,835.00	747,835.00
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	0.00			0.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800			0.00	0.00
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800			26,110.00	26,110.00
6. Capital Outlay	6000-6999	0.00		0.00	0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211, 7212, 7221, 7222, 7281, 7282	0.00			0.00
b. To JPAs and All Others	7213, 7223, 7283, 7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399	0.00			0.00
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		884,139.00	0.00	773,945.00	1,658,084.00
C. ENDING BALANCE (Must equal Line A7 minus Line B12)	979Z	0.00	0.00	.98	.98
D. COMMENTS: Explanation needed for amounts in shaded cells for Resource 6300.					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	64,131,076.00	1.94%	65,376,790.00	2.19%	66,811,746.00
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	1,573,867.00	4.28%	1,641,189.24	6.17%	1,742,487.97
4. Other Local Revenues	8600-8799	1,436,243.00	0.34%	1,441,079.04	-1.34%	1,421,735.31
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	(15,764,132.00)	0.36%	(15,820,426.64)	0.41%	(15,885,120.79)
6. Total (Sum lines A1 thru A5c)		51,377,054.00	2.46%	52,638,631.64	2.76%	54,090,848.49
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				24,054,876.00		24,035,973.52
b. Step & Column Adjustment				481,097.52		480,719.48
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(500,000.00)		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	24,054,876.00	-0.08%	24,035,973.52	2.00%	24,516,693.00
2. Classified Salaries						
a. Base Salaries				9,255,796.00		9,440,911.92
b. Step & Column Adjustment				185,115.92		188,818.24
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	9,255,796.00	2.00%	9,440,911.92	2.00%	9,629,730.16
3. Employee Benefits	3000-3999	13,072,369.00	-0.11%	13,058,448.99	1.83%	13,296,953.09
4. Books and Supplies	4000-4999	1,669,353.00	2.98%	1,719,099.72	2.77%	1,766,718.78
5. Services and Other Operating Expenditures	5000-5999	6,051,515.00	2.98%	6,231,570.22	2.77%	6,403,924.50
6. Capital Outlay	6000-6999	18,144.00	0.00%	18,144.00	0.00%	18,144.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	22,948.00	0.00%	22,948.00	0.00%	22,948.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(1,138,173.00)	-12.53%	(995,555.21)	1.10%	(1,006,526.25)
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		53,006,828.00	0.99%	53,531,541.16	2.09%	54,648,585.28

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)		(1,629,774.00)		(892,909.52)		(557,736.79)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		13,591,517.71		11,961,743.71		11,068,834.19
2. Ending Fund Balance (Sum lines C and D1)		11,961,743.71		11,068,834.19		10,511,097.40
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	220,000.00		220,000.00		220,000.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	6,000,000.00		6,000,000.00		6,000,000.00
d. Assigned	9780	3,003,204.71		2,141,013.19		1,532,319.40
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	2,738,539.00		2,707,821.00		2,758,778.00
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		11,961,743.71		11,068,834.19		10,511,097.40
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	2,738,539.00		2,707,821.00		2,758,778.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750			0.00		0.00
b. Reserve for Economic Uncertainties	9789			0.00		0.00
c. Unassigned/Unappropriated	9790			0.00		0.00
3. Total Available Reserves (Sum lines E1a thru E2c)		2,738,539.00		2,707,821.00		2,758,778.00
F. ASSUMPTIONS						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
See Attached						

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	2,965,853.00	0.00%	2,965,853.00	0.00%	2,965,853.00
3. Other State Revenues	8300-8599	9,427,987.00	-2.30%	9,211,039.40	0.71%	9,276,435.77
4. Other Local Revenues	8600-8799	7,842,456.00	0.00%	7,842,456.00	0.00%	7,842,456.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	15,764,132.00	0.36%	15,820,426.64	0.41%	15,885,120.79
6. Total (Sum lines A1 thru A5c)		36,000,428.00	-0.45%	35,839,775.04	0.36%	35,969,865.56
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				7,020,381.00		7,003,959.78
b. Step & Column Adjustment				128,220.28		139,943.79
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(144,641.50)		(540.00)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	7,020,381.00	-0.23%	7,003,959.78	1.99%	7,143,363.57
2. Classified Salaries						
a. Base Salaries				4,272,154.00		4,356,561.98
b. Step & Column Adjustment				85,136.26		86,824.42
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(728.28)		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	4,272,154.00	1.98%	4,356,561.98	1.99%	4,443,386.40
3. Employee Benefits	3000-3999	8,039,803.00	-0.74%	7,979,921.11	1.24%	8,079,210.78
4. Books and Supplies	4000-4999	2,345,655.00	-17.98%	1,923,808.90	0.69%	1,937,106.05
5. Services and Other Operating Expenditures	5000-5999	11,197,226.00	-8.84%	10,207,237.25	2.14%	10,425,228.59
6. Capital Outlay	6000-6999	684,762.00	-100.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	3,928,193.00	0.00%	3,928,193.00	0.00%	3,928,193.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	789,606.00	-18.06%	646,988.21	1.70%	657,959.25
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		38,277,780.00	-5.83%	36,046,670.23	1.58%	36,614,447.64
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(2,277,352.00)		(206,895.19)		(644,582.08)

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		12,009,786.27		9,732,434.27		9,525,539.08
2. Ending Fund Balance (Sum lines C and D1)		9,732,434.27		9,525,539.08		8,880,957.00
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	9,732,434.76		9,525,539.58		8,880,957.50
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	(.49)		(.50)		(.50)
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		9,732,434.27		9,525,539.08		8,880,957.00
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						
F. ASSUMPTIONS						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
See Attached						

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF Sources	8010-8099	64,131,076.00	1.94%	65,376,790.00	2.19%	66,811,746.00
2. Federal Revenues	8100-8299	2,965,853.00	0.00%	2,965,853.00	0.00%	2,965,853.00
3. Other State Revenues	8300-8599	11,001,854.00	-1.36%	10,852,228.64	1.54%	11,018,923.74
4. Other Local Revenues	8600-8799	9,278,699.00	0.05%	9,283,535.04	-0.21%	9,264,191.31
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		87,377,482.00	1.26%	88,478,406.68	1.79%	90,060,714.05
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				31,075,257.00		31,039,933.30
b. Step & Column Adjustment				609,317.80		620,663.27
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(644,641.50)		(540.00)
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	31,075,257.00	-0.11%	31,039,933.30	2.00%	31,660,056.57
2. Classified Salaries						
a. Base Salaries				13,527,950.00		13,797,473.90
b. Step & Column Adjustment				270,252.18		275,642.66
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				(728.28)		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	13,527,950.00	1.99%	13,797,473.90	2.00%	14,073,116.56
3. Employee Benefits	3000-3999	21,112,172.00	-0.35%	21,038,370.10	1.61%	21,376,163.87
4. Books and Supplies	4000-4999	4,015,008.00	-9.27%	3,642,908.62	1.67%	3,703,824.83
5. Services and Other Operating Expenditures	5000-5999	17,248,741.00	-4.70%	16,438,807.47	2.37%	16,829,153.09
6. Capital Outlay	6000-6999	702,906.00	-97.42%	18,144.00	0.00%	18,144.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	3,951,141.00	0.00%	3,951,141.00	0.00%	3,951,141.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(348,567.00)	0.00%	(348,567.00)	0.00%	(348,567.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		91,284,608.00	-1.87%	89,578,211.39	1.88%	91,263,032.92
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(3,907,126.00)		(1,099,804.71)		(1,202,318.87)

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 01, line F1e)		25,601,303.98		21,694,177.98		20,594,373.27
2. Ending Fund Balance (Sum lines C and D1)		21,694,177.98		20,594,373.27		19,392,054.40
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	220,000.00		220,000.00		220,000.00
b. Restricted	9740	9,732,434.76		9,525,539.58		8,880,957.50
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	6,000,000.00		6,000,000.00		6,000,000.00
d. Assigned	9780	3,003,204.71		2,141,013.19		1,532,319.40
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	2,738,539.00		2,707,821.00		2,758,778.00
2. Unassigned/Unappropriated	9790	(.49)		(.50)		(.50)
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		21,694,177.98		20,594,373.27		19,392,054.40
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	2,738,539.00		2,707,821.00		2,758,778.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z	(.49)		(.50)		(.50)
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		2,738,538.51		2,707,820.50		2,758,777.50
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		3.00%		3.02%		3.02%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	YES					

Description	Object Codes	2025-26 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2026-27 Projection (C)	% Change (Cols. E-C/C) (D)	2027-28 Projection (E)
b. If you are the SELPA AU and are excluding special education pass-through funds:						
1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds						
(Column A: Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)						
		0.00				
2. District ADA						
Used to determine the reserve standard percentage level on line F3d (Col. A: Form A, Estimated P-2 ADA column, Lines A4 and C4; enter projections)						
		4,541.65		4,457.02		4,372.40
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)						
		91,284,608.00		89,578,211.39		91,263,032.92
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)						
		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)						
		91,284,608.00		89,578,211.39		91,263,032.92
d. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 10 for calculation details)						
		3.00%		3.00%		3.00%
e. Reserve Standard - By Percent (Line F3c times F3d)						
		2,738,538.24		2,687,346.34		2,737,890.99
f. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)						
		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)						
		2,738,538.24		2,687,346.34		2,737,890.99
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)						
		YES		YES		YES

Description	2024-25 Actual	2025-26 Budget	% Diff.
SELPA Name: West San Gabriel Valley (DY)			
Date allocation plan approved by SELPA governance:			
I. TOTAL SELPA REVENUES			
A. Base Plus Taxes and Excess ERAF			
1. Base Apportionment			0.00%
2. Local Special Education Property Taxes			0.00%
3. Applicable Excess ERAF			0.00%
4. Total Base Apportionment, Taxes, and Excess ERAF	0.00	0.00	0.00%
B. Program Specialist/Regionalized Services Apportionment			0.00%
C. Program Specialist/Regionalized Services for NSS Apportionment			0.00%
D. Low Incidence Apportionment			0.00%
E. Out of Home Care Apportionment			0.00%
F. Extraordinary Cost Pool for NPS/LCI and NSS Mental Health Services Apportionment			0.00%
G. Adjustment for NSS with Declining Enrollment			0.00%
H. Grand Total Apportionment, Taxes and Excess ERAF (Sum lines A4 through G)	0.00	0.00	0.00%
I. Federal IDEA Local Assistance Grants - Preschool			0.00%
J. Federal IDEA - Section 619 Preschool			0.00%
K. Other Federal Discretionary Grants			0.00%
L. Other Adjustments			0.00%
M. Total SELPA Revenues (Sum lines H through L)	0.00	0.00	0.00%
II. ALLOCATION TO SELPA MEMBERS			
Alhambra Unified (DY00)			0.0%
Arcadia Unified (DY03)			0.0%
Duarte Unified (DY04)			0.0%
El Monte City Elementary (DY05)			0.0%
El Monte Union High (DY06)			0.0%
Garvey Elementary (DY07)			0.0%
Monrovia Unified (DY08)			0.0%
Mountain View Elementary (DY09)			0.0%
Rosemead Elementary (DY10)			0.0%
San Marino Unified (DY12)			0.0%
South Pasadena Unified (DY13)			0.0%
Temple City Unified (DY14)			0.0%
Valle Lindo Elementary (DY15)			0.0%
San Gabriel Unified (DY16)			0.0%
Total Allocations (Sum all lines in Section II) (Amount must equal Line I.M)	0.00	0.00	0.00%
Preparer Name: _____			
Title: _____			
Phone: _____			

Current LEA:	19-64790-0000000 Monrovia Unified	
Selected SELPA:	DY	(Enter a SELPA ID from the list below then save and close)
POTENTIAL SELPAS FOR THIS LEA		
ID	SELPA-TITLE	DATE APPROVED
DY	West San Gabriel Valley	(from Form SEA)

Budget, July 1
2024-25 Estimated Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
01 GENERAL FUND								
Expenditure Detail	0.00	0.00	0.00	(343,040.00)				
Other Sources/Uses Detail					0.00	2,623,426.00		
Fund Reconciliation							0.00	0.00
08 STUDENT ACTIVITY SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
09 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
10 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
11 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	141,732.00	0.00				
Other Sources/Uses Detail					250,000.00	146,854.00		
Fund Reconciliation							0.00	0.00
12 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	60,508.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
13 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	140,800.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
14 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
15 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
18 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		

Budget, July 1
2024-25 Estimated Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
Fund Reconciliation							0.00	0.00
19 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation							0.00	0.00
20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
21 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
25 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
35 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
51 BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
53 TAX OVERRIDE FUND								
Expenditure Detail								

Budget, July 1
2024-25 Estimated Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
56 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					220,280.00	0.00		
Fund Reconciliation							0.00	0.00
57 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation							0.00	0.00
61 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
62 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
63 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
66 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation							0.00	0.00
67 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					2,300,000.00	0.00		
Fund Reconciliation							0.00	0.00
71 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
73 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation							0.00	0.00
76 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation							0.00	0.00
95 STUDENT BODY FUND								
Expenditure Detail								

Budget, July 1
2024-25 Estimated Actuals
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund		Indirect Costs - Interfund		Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
	Transfers In 5750	Transfers Out 5750	Transfers In 7350	Transfers Out 7350				
Other Sources/Uses Detail Fund Reconciliation							0.00	0.00
TOTALS	0.00	0.00	343,040.00	(343,040.00)	2,770,280.00	2,770,280.00	0.00	0.00

Budget, July 1
2025-26 Budget Budget, July 1
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund Transfers In 5750	Transfers Out 5750	Indirect Costs - Interfund Transfers In 7350	Transfers Out 7350	Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
01 GENERAL FUND								
Expenditure Detail	0.00	0.00	0.00	(348,567.00)				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
08 STUDENT ACTIVITY SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
09 CHARTER SCHOOLS SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
10 SPECIAL EDUCATION PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
11 ADULT EDUCATION FUND								
Expenditure Detail	0.00	0.00	147,236.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
12 CHILD DEVELOPMENT FUND								
Expenditure Detail	0.00	0.00	60,531.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
13 CAFETERIA SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	140,800.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
14 DEFERRED MAINTENANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
15 PUPIL TRANSPORTATION EQUIPMENT FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
17 SPECIAL RESERVE FUND FOR OTHER THAN CAPITAL OUTLAY								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
18 SCHOOL BUS EMISSIONS REDUCTION FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								

Budget, July 1
2025-26 Budget Budget, July 1
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund Transfers In 5750	Transfers Out 5750	Indirect Costs - Interfund Transfers In 7350	Transfers Out 7350	Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
19 FOUNDATION SPECIAL REVENUE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
20 SPECIAL RESERVE FUND FOR POSTEMPLOYMENT BENEFITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
21 BUILDING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
25 CAPITAL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
30 STATE SCHOOL BUILDING LEASE/PURCHASE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
35 COUNTY SCHOOL FACILITIES FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
40 SPECIAL RESERVE FUND FOR CAPITAL OUTLAY PROJECTS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
49 CAP PROJ FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
51 BOND INTEREST AND REDEMPTION FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
52 DEBT SVC FUND FOR BLENDED COMPONENT UNITS								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
53 TAX OVERRIDE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								

Budget, July 1
2025-26 Budget Budget, July 1
SUMMARY OF INTERFUND ACTIVITIES
FOR ALL FUNDS

Description	Direct Costs - Interfund Transfers In 5750	Transfers Out 5750	Indirect Costs - Interfund Transfers In 7350	Transfers Out 7350	Interfund Transfers In 8900-8929	Interfund Transfers Out 7600-7629	Due From Other Funds 9310	Due To Other Funds 9610
56 DEBT SERVICE FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
57 FOUNDATION PERMANENT FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail						0.00		
Fund Reconciliation								
61 CAFETERIA ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
62 CHARTER SCHOOLS ENTERPRISE FUND								
Expenditure Detail	0.00	0.00	0.00	0.00				
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
63 OTHER ENTERPRISE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
66 WAREHOUSE REVOLVING FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
67 SELF-INSURANCE FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00	0.00		
Fund Reconciliation								
71 RETIREE BENEFIT FUND								
Expenditure Detail								
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
73 FOUNDATION PRIVATE-PURPOSE TRUST FUND								
Expenditure Detail	0.00	0.00						
Other Sources/Uses Detail					0.00			
Fund Reconciliation								
76 WARRANT/PASS-THROUGH FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
95 STUDENT BODY FUND								
Expenditure Detail								
Other Sources/Uses Detail								
Fund Reconciliation								
TOTALS	0.00	0.00	348,567.00	(348,567.00)	0.00	0.00		

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the approval of the budget.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

STANDARD: Projected funded average daily attendance (ADA) has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

	Percentage Level	District ADA
	3.0%	0 to 300
	2.0%	301 to 1,000
	1.0%	1,001 and over
District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4):	4,542	
District's ADA Standard Percentage Level:	1.0%	

1A. Calculating the District's ADA Variances

DATA ENTRY: For the Third, Second, and First Prior Years, enter Estimated Funded ADA in the Original Budget Funded ADA column; enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the Third, Second, and First Prior Years. All other data are extracted.

Fiscal Year	Original Budget Funded ADA (Form A, Lines A4 and C4)	Estimated/Unaudited Actuals Funded ADA (Form A, Lines A4 and C4)	ADA Variance Level (If Budget is greater than Actuals, else N/A)	Status
Third Prior Year (2022-23)				
District Regular	4,609	5,044		
Charter School				
Total ADA	4,609	5,044	N/A	Met
Second Prior Year (2023-24)				
District Regular	4,621	4,878		
Charter School				
Total ADA	4,621	4,878	N/A	Met
First Prior Year (2024-25)				
District Regular	4,710	4,710		
Charter School		0		
Total ADA	4,710	4,710	0.0%	Met
Budget Year (2025-26)				
District Regular	4,629			
Charter School	0			
Total ADA	4,629			

1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for the first prior year.

Explanation:
(required if NOT met)

- 1b. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:
(required if NOT met)

2. **CRITERION: Enrollment**

STANDARD: Projected enrollment has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA
3.0%	0 to 300
2.0%	301 to 1,000
1.0%	1,001 and over

District ADA (Form A, Estimated P-2 ADA column, lines A4 and C4):

District's Enrollment Standard Percentage Level:

2A. Calculating the District's Enrollment Variances

DATA ENTRY: Enter data in the Enrollment, Budget, column for all fiscal years and in the Enrollment, CALPADS Actual column for the First Prior Year; all other data are extracted or calculated. CALPADS Actual enrollment data preloaded in the District Regular lines will include both District Regular and Charter School enrollment. Districts will need to adjust the District Regular enrollment lines and the Charter School enrollment lines accordingly. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Budget	Enrollment CALPADS Actual	Enrollment Variance Level (If Budget is greater than Actual, else N/A)	Status
Third Prior Year (2022-23)				
District Regular	5,039	5,047		
Charter School				
Total Enrollment	5,039	5,047	N/A	Met
Second Prior Year (2023-24)				
District Regular	4,935	4,935		
Charter School				
Total Enrollment	4,935	4,935	0.0%	Met
First Prior Year (2024-25)				
District Regular	4,920	4,924		
Charter School				
Total Enrollment	4,920	4,924	N/A	Met
Budget Year (2025-26)				
District Regular	4,834			
Charter School				
Total Enrollment	4,834			

2B. Comparison of District Enrollment to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for the first prior year.

Explanation:
(required if NOT met)

1b. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:
(required if NOT met)

3. CRITERION: ADA to Enrollment

STANDARD: Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the budget year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: All data are extracted or calculated. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Estimated/Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CALPADS Actual (Criterion 2, Item 2A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2022-23)			
District Regular	4,609	5,047	
Charter School		0	
Total ADA/Enrollment	4,609	5,047	91.3%
Second Prior Year (2023-24)			
District Regular	4,621	4,935	
Charter School	0		
Total ADA/Enrollment	4,621	4,935	93.6%
First Prior Year (2024-25)			
District Regular	4,629	4,924	
Charter School			
Total ADA/Enrollment	4,629	4,924	94.0%
Historical Average Ratio:			93.0%
District's ADA to Enrollment Standard (historical average ratio plus 0.5%):			93.5%

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: Enter data in the Estimated P-2 ADA column for the two subsequent years. Enter data in the Enrollment column for the two subsequent years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund only, for all fiscal years. All other data are extracted or calculated.

Fiscal Year	Estimated P-2 ADA Budget (Form A, Lines A4 and C4)	Enrollment Budget/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Budget Year (2025-26)				
District Regular	4,542	4,834		
Charter School	0			
Total ADA/Enrollment	4,542	4,834	94.0%	Not Met
1st Subsequent Year (2026-27)				
District Regular	4,457	4,744		
Charter School				
Total ADA/Enrollment	4,457	4,744	94.0%	Not Met
2nd Subsequent Year (2027-28)				
District Regular	4,372	4,654		
Charter School				
Total ADA/Enrollment	4,372	4,654	93.9%	Not Met

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected P-2 ADA to enrollment ratio is above the standard for one or more of the budget or two subsequent fiscal years. Provide reasons why the projected ratio exceeds the district's historical average ratio by more than 0.5%.

Explanation:
(required if NOT met)

The ADA-to-Enrollment ratio has been 93.69 % to 94.09% over the last two years. 94% (the most recent ratio) is used to project future ratios.

4. CRITERION: LCFF Revenue

STANDARD: Projected local control funding formula (LCFF) revenue for any of the budget year or two subsequent fiscal years has not changed from the prior fiscal year by more than the change in population, plus the district's cost-of-living adjustment (COLA), plus or minus one percent.

For basic aid districts, projected LCFF revenue has not changed from the prior fiscal year by more than the percent change in property tax revenues plus or minus one percent.

For districts funded by necessary small school formulas, projected LCFF revenue has not changed from the prior fiscal year amount by more than the district's COLA, plus or minus one percent.

4A. District's LCFF Revenue Standard

Indicate which standard applies:

- LCFF Revenue
- Basic Aid
- Necessary Small School

The District must select which LCFF revenue standard applies.

LCFF Revenue Standard selected: LCFF Revenue

4A1. Calculating the District's LCFF Revenue Standard

DATA ENTRY: Enter data in Step 1a for the two subsequent fiscal years. All other data is extracted or calculated. Enter data for Steps 2a through 2b1. All other data is calculated.

Projected LCFF Revenue

	Prior Year (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Step 1 - Change in Population				
a. ADA (Funded) (Form A, lines A6 and C4)	4,711.17	4,630.50	4,598.87	4,543.68
b. Prior Year ADA (Funded)		4,711.17	4,630.50	4,598.87
c. Difference (Step 1a minus Step 1b)		(80.67)	(31.63)	(55.19)
d. Percent Change Due to Population (Step 1c divided by Step 1b)		(1.71%)	(.68%)	(1.20%)
Step 2 - Change in Funding Level				
a. Prior Year LCFF Funding		64,131,076.00	65,376,790.00	66,811,746.00
b1. COLA percentage		2.30%	3.02%	3.42%
b2. COLA amount (proxy for purposes of this criterion)		1,475,014.75	1,974,379.06	2,284,961.71
c. Percent Change Due to Funding Level (Step 2b2 divided by Step 2a)		2.30%	3.02%	3.42%
Step 3 - Total Change in Population and Funding Level (Step 1d plus Step 2c)				
		.59%	2.34%	2.22%
LCFF Revenue Standard (Step 3, plus/minus 1%):		-0.41% to 1.59%	1.34% to 3.34%	1.22% to 3.22%

4A2. Alternate LCFF Revenue Standard - Basic Aid

DATA ENTRY: If applicable to your district, input data in the 1st and 2nd Subsequent Year columns for projected local property taxes; all other data are extracted or calculated.

Basic Aid District Projected LCFF Revenue

	Prior Year (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Projected Local Property Taxes (Form 01, Objects 8021 - 8089)	21,229,603.00	21,229,603.00	21,229,603.00	21,229,603.00
Percent Change from Previous Year		N/A	N/A	N/A
Basic Aid Standard (percent change from previous year, plus/minus 1%):		N/A	N/A	N/A

4A3. Alternate LCFF Revenue Standard - Necessary Small School

DATA ENTRY: All data are extracted or calculated.

Necessary Small School District Projected LCFF Revenue

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Necessary Small School Standard (COLA Step 2c, plus/minus 1%):	N/A	N/A	N/A

4B. Calculating the District's Projected Change in LCFF Revenue

DATA ENTRY: Enter data in the 1st and 2nd Subsequent Year columns for LCFF Revenue; all other data are extracted or calculated.

	Prior Year (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)	62,847,405.00	64,131,076.00	65,376,790.00	66,811,746.00
District's Projected Change in LCFF Revenue:		2.04%	1.94%	2.19%
LCFF Revenue Standard		-0.41% to 1.59%	1.34% to 3.34%	1.22% to 3.22%
Status:		Not Met	Met	Met

4C. Comparison of District LCFF Revenue to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected change in LCFF revenue is outside the standard in one or more of the budget or two subsequent fiscal years. Provide reasons why the projection(s) exceed the standard(s) and a description of the methods and assumptions used in projecting LCFF revenue.

Explanation:
(required if NOT met)

2024-25 P-2 ADA is approximately 33 less than projected.

5. **CRITERION: Salaries and Benefits**

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the budget year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Estimated/Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio	
	Salaries and Benefits	Total Expenditures	of Unrestricted Salaries and Benefits	
	(Form 01, Objects 1000-3999)	(Form 01, Objects 1000-7499)	to Total Unrestricted Expenditures	
Third Prior Year (2022-23)	44,818,520.64	51,193,355.71	87.5%	
Second Prior Year (2023-24)	44,089,243.42	54,236,055.67	81.3%	
First Prior Year (2024-25)	46,125,175.00	52,430,000.00	88.0%	
	Historical Average Ratio:		85.6%	
		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
District's Reserve Standard Percentage (Criterion 10B, Line 4):		3.0%	3.0%	3.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):		82.6% to 88.6%	82.6% to 88.6%	82.6% to 88.6%

5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: If Form MYP exists, Unrestricted Salaries and Benefits, and Total Unrestricted Expenditures data for the 1st and 2nd Subsequent Years will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Budget - Unrestricted (Resources 0000-1999)		Ratio		Status
	Salaries and Benefits	Total Expenditures	of Unrestricted Salaries and Benefits		
	(Form 01, Objects 1000-3999)	(Form 01, Objects 1000-7499)	to Total Unrestricted Expenditures		
Budget Year (2025-26)	46,383,041.00	53,006,828.00	87.5%		Met
1st Subsequent Year (2026-27)	46,535,334.43	53,531,541.16	86.9%		Met
2nd Subsequent Year (2027-28)	47,443,376.25	54,648,585.28	86.8%		Met

5C. Comparison of District Salaries and Benefits Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Ratio of total unrestricted salaries and benefits to total unrestricted expenditures has met the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

6. CRITERION: Other Revenues and Expenditures

STANDARD: Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating), for any of the budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the percentage change in population and the funded cost-of-living adjustment (COLA) plus or minus ten percent.

For each major object category, changes that exceed the percentage change in population and the funded COLA plus or minus five percent must be explained.

6A. Calculating the District's Other Revenues and Expenditures Standard Percentage Ranges

DATA ENTRY: All data are extracted or calculated.

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. District's Change in Population and Funding Level (Criterion 4A1, Step 3):	.59%	2.34%	2.22%
2. District's Other Revenues and Expenditures Standard Percentage Range (Line 1, plus/minus 10%):	-9.41% to 10.59%	-7.66% to 12.34%	-7.78% to 12.22%
3. District's Other Revenues and Expenditures Explanation Percentage Range (Line 1, plus/minus 5%):	-4.41% to 5.59%	-2.66% to 7.34%	-2.78% to 7.22%

6B. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 6A, Line 3)

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for each revenue and expenditure section will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)			
First Prior Year (2024-25)	3,752,821.00		
Budget Year (2025-26)	2,965,853.00	(20.97%)	Yes
1st Subsequent Year (2026-27)	2,965,853.00	0.00%	No
2nd Subsequent Year (2027-28)	2,965,853.00	0.00%	No

Explanation:
(required if Yes)

Carry overs for federal revenues are only included in 2024-25. ESSER III expires in 2024-25.

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)			
First Prior Year (2024-25)	10,531,135.00		
Budget Year (2025-26)	11,001,854.00	4.47%	No
1st Subsequent Year (2026-27)	10,852,228.64	(1.36%)	No
2nd Subsequent Year (2027-28)	11,018,923.74	1.54%	No

Explanation:
(required if Yes)

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)			
First Prior Year (2024-25)	11,043,225.00		
Budget Year (2025-26)	9,278,699.00	(15.98%)	Yes
1st Subsequent Year (2026-27)	9,283,535.04	.05%	No
2nd Subsequent Year (2027-28)	9,264,191.31	(.21%)	No

Explanation:
(required if Yes)

\$1.5m one-time CALSHAPE is included in 24-25 only.

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)

First Prior Year (2024-25)	4,475,072.80		
Budget Year (2025-26)	4,015,008.00	(10.28%)	Yes
1st Subsequent Year (2026-27)	3,642,908.62	(9.27%)	Yes
2nd Subsequent Year (2027-28)	3,703,824.83	1.67%	No

Explanation:
(required if Yes)

Textbook adoption is included in 24-25 FY. One-time purchases are included in LREBG, which is projected to run out of funds in 26-27 FY.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B5)

First Prior Year (2024-25)	18,869,880.00		
Budget Year (2025-26)	17,248,741.00	(8.59%)	Yes
1st Subsequent Year (2026-27)	16,438,807.47	(4.70%)	Yes
2nd Subsequent Year (2027-28)	16,829,153.09	2.37%	No

Explanation:
(required if Yes)

\$1.9m California School Healthy Air, Plumbing Efficiency Grant and \$446k in ESSER III are fully budgeted in 2024-25 FY, only.

6C. Calculating the District's Change in Total Operating Revenues and Expenditures (Section 6A, Line 2)

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Status
----------------------------	--------	--------------------------------------	--------

Total Federal, Other State, and Other Local Revenue (Criterion 6B)

First Prior Year (2024-25)	25,327,181.00		
Budget Year (2025-26)	23,246,406.00	(8.22%)	Met
1st Subsequent Year (2026-27)	23,101,616.68	(.62%)	Met
2nd Subsequent Year (2027-28)	23,248,968.05	.64%	Met

Total Books and Supplies, and Services and Other Operating Expenditures (Criterion 6B)

First Prior Year (2024-25)	23,344,952.80		
Budget Year (2025-26)	21,263,749.00	(8.92%)	Met
1st Subsequent Year (2026-27)	20,081,716.09	(5.56%)	Met
2nd Subsequent Year (2027-28)	20,532,977.92	2.25%	Met

6D. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6B if the status in Section 6C is not met; no entry is allowed below.

1a. STANDARD MET - Projected total operating revenues have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:
Federal Revenue
(linked from 6B
if NOT met)

Explanation:
Other State Revenue
(linked from 6B
if NOT met)

Explanation:
Other Local Revenue
(linked from 6B
if NOT met)

1b. STANDARD MET - Projected total operating expenditures have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:

Books and Supplies
(linked from 6B
if NOT met)

Explanation:

Services and Other Exps
(linked from 6B
if NOT met)

7. **CRITERION: Facilities Maintenance**

STANDARD: Confirm that the annual contribution for facilities maintenance funding is not less than the amount required pursuant to Education Code Section 17070.75, if applicable, and that the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: EC Section 17070.75 requires the district to deposit into the account a minimum amount equal to or greater than three percent of the total general fund expenditures and other financing uses for that fiscal year. Statute exclude the following resource codes from the total general fund expenditures calculation: 3212, 3213, 3214, 3216, 3218, 3219, 3225, 3226, 3227, 3228, 5316, 5632, 5633, 5634, 7027, and 7690.

DATA ENTRY: Click the appropriate Yes or No button for special education local plan area (SELPA) administrative units (AUs); all other data are extracted or calculated. If standard is not met, enter an X in the appropriate box and enter an explanation, if applicable.

1. a. For districts that are the AU of a SELPA, do you choose to exclude revenues that are passed through to participating members of the SELPA from the OMMA/RMA required minimum contribution calculation? Yes

b. Pass-through revenues and apportionments that may be excluded from the OMMA/RMA calculation per EC Section 17070.75(b)(2)(D) (Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223) 0.00

2. Ongoing and Major Maintenance/Restricted Maintenance Account

a. Budgeted Expenditures and Other Financing Uses (Form 01, objects 1000-7999, exclude resources 3212, 3213, 3214, 3216, 3218, 3219, 3225, 3226, 3227, 3228, 5316, 5632, 5633, 5634, 7027, and 7690)	88,123,721.00			
b. Plus: Pass-through Revenues and Apportionments (Line 1b, if line 1a is No)		3% Required Minimum Contribution (Line 2c times 3%)	Budgeted Contribution ¹ to the Ongoing and Major Maintenance Account	Status
c. Net Budgeted Expenditures and Other Financing Uses	88,123,721.00	2,643,711.63	2,699,000.00	Met

¹ Fund 01, Resource 8150, Objects 8900-8999

If standard is not met, enter an X in the box that best describes why the minimum required contribution was not made:

<input type="checkbox"/>	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
<input type="checkbox"/>	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
<input type="checkbox"/>	Other (explanation must be provided)

Explanation:
(required if NOT met
and Other is marked)

8. CRITERION: Deficit Spending

STANDARD: Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves¹ as a percentage of total expenditures and other financing uses² in two out of three prior fiscal years.

8A. Calculating the District's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

	Third Prior Year (2022-23)	Second Prior Year (2023-24)	First Prior Year (2024-25)
1. District's Available Reserve Amounts (resources 0000-1999)			
a. Stabilization Arrangements (Funds 01 and 17, Object 9750)	0.00	0.00	0.00
b. Reserve for Economic Uncertainties (Funds 01 and 17, Object 9789)	2,478,629.47	2,668,414.00	2,843,922.00
c. Unassigned/Unappropriated (Funds 01 and 17, Object 9790)	0.00	0.00	0.00
d. Negative General Fund Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999)	(.20)	0.00	0.00
e. Available Reserves (Lines 1a through 1d)	2,478,629.27	2,668,414.00	2,843,922.00
2. Expenditures and Other Financing Uses			
a. District's Total Expenditures and Other Financing Uses (Fund 01, objects 1000-7999)	82,620,982.22	88,949,490.27	94,797,377.50
b. Plus: Special Education Pass-through Funds (Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223)			0.00
c. Total Expenditures and Other Financing Uses (Line 2a plus Line 2b)	82,620,982.22	88,949,490.27	94,797,377.50
3. District's Available Reserve Percentage (Line 1e divided by Line 2c)	3.0%	3.0%	3.0%
District's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):	1.0%	1.0%	1.0%

¹Available reserves are the unrestricted amounts in the Stabilization Arrangement, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

²A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

8B. Calculating the District's Deficit Spending Percentages

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Net Change in Unrestricted Fund Balance (Form 01, Section E)	Total Unrestricted Expenditures and Other Financing Uses (Form 01, Objects 1000- 7999)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Third Prior Year (2022-23)	511,785.79	51,266,347.37	N/A	Met
Second Prior Year (2023-24)	2,828,882.68	54,311,372.67	N/A	Met
First Prior Year (2024-25)	(4,902,185.00)	55,053,426.00	8.9%	Not Met
Budget Year (2025-26) (Information only)	(1,629,774.00)	53,006,828.00		

8C. Comparison of District Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in two or more of the three prior years.

Explanation:
(required if NOT met)

\$2.6m one-time transfer to fund 67 for \$250K per Board mandate to F11, \$2.4M for FPM risk is budgeted in 2024-25.

9. CRITERION: Fund and Cash Balances

A. Fund Balance STANDARD: Budgeted beginning unrestricted general fund balance has not been overestimated for two out of three prior fiscal years by more than the following percentage levels:

Percentage Level ¹	District ADA
1.7%	0 to 300
1.3%	301 to 1,000
1.0%	1,001 to 30,000
0.7%	30,001 to 250,000
0.3%	250,001 and over

¹ Percentage levels equate to a rate of deficit spending which would eliminate recommended reserves for economic uncertainties over a three year period.

District Estimated P-2 ADA (Form A, Lines A6 and C4):

District's Fund Balance Standard Percentage Level:

9A-1. Calculating the District's Unrestricted General Fund Beginning Balance Percentages

DATA ENTRY: Enter data in the Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	Unrestricted General Fund Beginning Balance ² (Form 01, Line F1e, Unrestricted Column)		Beginning Fund Balance Variance Level	Status
	Original Budget	Estimated/Unaudited Actuals	(If overestimated, else N/A)	
Third Prior Year (2022-23)	10,204,094.82	14,042,793.57	N/A	Met
Second Prior Year (2023-24)	16,443,853.00	14,650,852.24	10.9%	Not Met
First Prior Year (2024-25)	19,263,606.68	18,493,702.71	4.0%	Not Met
Budget Year (2025-26) (Information only)	13,591,517.71			

² Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

9A-2. Comparison of District Unrestricted Beginning Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Unrestricted general fund beginning balance was estimated above the standard for two or more of the previous three years. Provide reasons for the overestimate, a description of the methods and assumptions used in projecting the beginning unrestricted fund balance, and what changes, if any, will be made to improve the accuracy of projecting the unrestricted beginning fund balance.

Explanation:
(required if NOT met)

Expenditures were shifted to one-time resources, which improved the ending fund balance.

B. Cash Balance Standard: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1: Determining if the District's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund (Form CASH, Line F, June Column)	Status
Current Year (2025-26)	22,564,201.23	Met

9B-2. Comparison of the District's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

Explanation:
(required if NOT met)

--

10. CRITERION: Reserves

STANDARD: Available reserves¹ for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts² as applied to total expenditures and other financing uses³:

DATA ENTRY: Budget Year data are extracted. If Form MYP exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA
5% or \$88,000 (greater of)	0 to 300
4% or \$88,000 (greater of)	301 to 1,000
3%	1,001 to 30,000
2%	30,001 to 250,000
1%	250,001 and over

¹ Available reserves are the unrestricted amounts in the Stabilization Arrangements, Reserve for Economic Uncertainties, and Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

² Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment, as referenced in Education Code Section 42238.02, rounded to the nearest thousand.

³ A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
District Estimated P-2 ADA (Budget Year, Form A, Lines A4 and C4. Subsequent Years, Form MYP, Line F2, if available.)	4,542	4,457	4,372
District's Reserve Standard Percentage Level:	3%	3%	3%

10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)

DATA ENTRY: For SELPA AUs, if Form MYP exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button

for item 1. If Yes, enter data for item 2a. If No, enter data for the two subsequent years in item 2b; Budget Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYP, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:

a. Enter the name(s) of the SELPA(s): _____

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499, 6500-6540 and 6546, objects 7211-7213 and 7221-7223)	0.00		

10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 and 2 will be extracted; if not, enter data for the two subsequent years.

All other data are extracted or calculated.

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. Expenditures and Other Financing Uses (Fund 01, objects 1000-7999) (Form MYP, Line B11)	91,284,608.00	89,578,211.39	91,263,032.92
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)			
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	91,284,608.00	89,578,211.39	91,263,032.92

4.	Reserve Standard Percentage Level	3%	3%	3%
5.	Reserve Standard - by Percent (Line B3 times Line B4)	2,738,538.24	2,687,346.34	2,737,890.99
6.	Reserve Standard - by Amount (\$88,000 for districts with 0 to 1,000 ADA, else 0)	0.00	0.00	0.00
7.	District's Reserve Standard (Greater of Line B5 or Line B6)	2,738,538.24	2,687,346.34	2,737,890.99

10C. Calculating the District's Budgeted Reserve Amount

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 through 7 will be extracted; if not, enter data for the two subsequent years.
All other data are extracted or calculated.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4):

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYP, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYP, Line E1b)	2,738,539.00	2,707,821.00	2,758,778.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	0.00	0.00	0.00
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYP, Line E1d)	(.49)	(.50)	(.50)
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYP, Line E2a)	0.00	0.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYP, Line E2b)	0.00	0.00	0.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYP, Line E2c)	0.00	0.00	0.00
8. District's Budgeted Reserve Amount (Lines C1 thru C7)	2,738,538.51	2,707,820.50	2,758,777.50
9. District's Budgeted Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	3.00%	3.02%	3.02%
District's Reserve Standard (Section 10B, Line 7):	2,738,538.24	2,687,346.34	2,737,890.99
Status:	Met	Met	Met

10D. Comparison of District Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected available reserves have met the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?

1b. If Yes, identify the liabilities and how they may impact the budget:

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your district have ongoing general fund expenditures in the budget in excess of one percent of the total general fund expenditures that are funded with one-time resources?

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. Use of Ongoing Revenues for One-time Expenditures

1a. Does your district have large non-recurring general fund expenditures that are funded with ongoing general fund revenues?

1b. If Yes, identify the expenditures:

S4. Contingent Revenues

1a. Does your district have projected revenues for the budget year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the general fund operational budget.

District's Contributions and Transfers Standard: -10.0% to +10.0% or -\$20,000 to +\$20,000

S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: For Contributions, enter data in the Projection column for the 1st and 2nd Subsequent Years. Contributions for the First Prior Year and Budget Year data will be extracted. For Transfers In and Transfers Out, the First Prior Year and Budget Year data will be extracted. If Form MYP exists, the data will be extracted for the 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data for the 1st and 2nd Subsequent Years. Click the appropriate button for 1d. All other data are extracted or calculated.

Description / Fiscal Year	Projection	Amount of Change	Percent Change	Status
1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)				
First Prior Year (2024-25)	(15,949,531.00)			
Budget Year (2025-26)	(15,764,132.00)	(185,399.00)	(1.2%)	Met
1st Subsequent Year (2026-27)	(15,762,193.59)	(1,938.41)	0.0%	Met
2nd Subsequent Year (2027-28)	(15,751,084.14)	(11,109.45)	(.1%)	Met
1b. Transfers In, General Fund *				
First Prior Year (2024-25)	0.00			
Budget Year (2025-26)	0.00	0.00	0.0%	Met
1st Subsequent Year (2026-27)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2027-28)	0.00	0.00	0.0%	Met
1c. Transfers Out, General Fund *				
First Prior Year (2024-25)	2,623,426.00			
Budget Year (2025-26)	0.00	(2,623,426.00)	(100.0%)	Not Met
1st Subsequent Year (2026-27)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2027-28)	0.00	0.00	0.0%	Met

1d. Impact of Capital Projects

Do you have any capital projects that may impact the general fund operational budget?

No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for item 1d.

1a. MET - Projected contributions have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

1b. MET - Projected transfers in have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:
(required if NOT met)

1c. NOT MET - The projected transfers out of the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

Explanation:
(required if NOT met)

One-time transfers include \$250K per Board mandate to F11, \$2.3M for FPM risks.

1d. NO - There are no capital projects that may impact the general fund operational budget.

Project Information:
(required if YES)

S6. Long-term Commitments

Identify all existing and new multiyear commitments¹ and their annual required payments for the budget year and two subsequent fiscal years. Explain how any increase in annual payments will be funded. Also explain how any decrease to funding sources used to pay long-term commitments will be replaced.

¹ Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

S6A. Identification of the District's Long-term Commitments

DATA ENTRY: Click the appropriate button in item 1 and enter data in all columns of item 2 for applicable long-term commitments; there are no extractions in this section.

1. Does your district have long-term (multiyear) commitments?

(If No, skip item 2 and Sections S6B and S6C)

No

2. If Yes to item 1, list all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2025
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Leases				
Certificates of Participation				
General Obligation Bonds	24	Fund 51 Bond Interest & Redemption Property taxes	Fund 51 Bond Interest & Redemption Property taxes	93,686,233
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	Unknown	LCFF and other Federal, State & Local resources	All funds with pay roll expenditures	1,206,272

Other Long-term Commitments (do not include OPEB):

TOTAL:				94,892,505

Type of Commitment (continued)	Prior Year (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)	Annual Payment (P & I)
Leases				
Certificates of Participation				
General Obligation Bonds	10,067,744	10,153,287	10,070,419	10,070,419
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences				
Other Long-term Commitments (continued):				
Total Annual Payments:	10,067,744	10,153,287	10,070,419	10,070,419
Has total annual payment increased over prior year (2024-25)?		Yes	Yes	Yes

S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

- 1a. Yes - Annual payments for long-term commitments have increased in one or more of the budget or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

Explanation:
(required if Yes
to increase in total
annual payments)

The General Obligation Bonds are secured by property taxes.

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in item 1; if Yes, an explanation is required in item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

N/A

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

Explanation:
(required if Yes)

S7. Unfunded Liabilities

Estimate the unfunded liability for postemployment benefits other than pensions (OPEB) based on an actuarial valuation, if required, or other method; identify or estimate the actuarially determined contribution (if available); and indicate how the obligation is funded (pay-as-you-go, amortized over a specific period, etc.).

Estimate the unfunded liability for self-insurance programs such as workers' compensation based on an actuarial valuation, if required, or other method; identify or estimate the required contribution; and indicate how the obligation is funded (level of risk retained, funding approach, etc.).

S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other than Pensions (OPEB)

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section except the budget year data on line 5b.

1 Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 2-5)

2 For the district's OPEB:
a. Are they lifetime benefits?

b. Do benefits continue past age 65?

c. Describe any other characteristics of the district's OPEB program including eligibility criteria and amounts, if any, that retirees are required to contribute toward their own benefits:

3 a. Are OPEB financed on a pay-as-you-go, actuarial cost, or other method?

b. Indicate any accumulated amounts earmarked for OPEB in a self-insurance or governmental fund

Self-Insurance Fund	Governmental Fund

4. OPEB Liabilities

a. Total OPEB liability	
b. OPEB plan(s) fiduciary net position (if applicable)	
c. Total/Net OPEB liability (Line 4a minus Line 4b)	0.00
d. Is total OPEB liability based on the district's estimate or an actuarial valuation?	
e. If based on an actuarial valuation, indicate the measurement date of the OPEB valuation	

5. OPEB Contributions

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
a. OPEB actuarially determined contribution (ADC), if available, per actuarial valuation or Alternative Measurement Method			
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752)	0.00		
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)			
d. Number of retirees receiving OPEB benefits			

S7B. Identification of the District's Unfunded Liability for Self-Insurance Programs

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section.

1 Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which is covered in Section S7A) (If No, skip items 2-4)

No

2 Describe each self-insurance program operated by the district, including details for each such as level of risk retained, funding approach, basis for valuation (district's estimate or actuarial), and date of the valuation:

--

3 Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
- b. Unfunded liability for self-insurance programs

4 Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
- b. Amount contributed (funded) for self-insurance programs

	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
a. Required contribution (funding) for self-insurance programs			
b. Amount contributed (funded) for self-insurance programs			

S8. Status of Labor Agreements

Analyze the status of all employee labor agreements. Identify new labor agreements, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized at budget adoption, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards, and may provide written comments to the president of the district governing board and superintendent.

S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of certificated (non-management) full - time - equivalent(FTE) positions	293	266	262	262

Certificated (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

Yes

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

--

Negotiations Settled

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

--

2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official?

--

If Yes, date of Superintendent and CBO certification:

--

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement?

--

If Yes, date of budget revision board adoption:

--

4. Period covered by the agreement:

Begin Date:		End Date:	
-------------	--	-----------	--

5. Salary settlement:

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

--	--	--

One Year Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year

--

or

Multiyear Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year (may enter text, such as "Reopener")

--	--	--

Identify the source of funding that will be used to support multiyear salary commitments:

--

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

--

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

7. Amount included for any tentative salary schedule increases

--	--	--

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Certificated (Non-management) Health and Welfare (H&W) Benefits

1. Are costs of H&W benefit changes included in the budget and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Certificated (Non-management) Prior Year Settlements

Are any new costs from prior year settlements included in the budget?

If Yes, amount of new costs included in the budget and MYPs

If Yes, explain the nature of the new costs:

--	--	--

--

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Certificated (Non-management) Step and Column Adjustments

1. Are step & column adjustments included in the budget and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Certificated (Non-management) Attrition (layoffs and retirements)

1. Are savings from attrition included in the budget and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Certificated (Non-management) - Other

List other significant contract changes and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of classified(non - management) FTE positions	266	266	266	266

Classified (Non-management) Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

Yes

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

--

Negotiations Settled

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

--

2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official?

--

If Yes, date of Superintendent and CBO certification:

--

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement?

--

If Yes, date of budget revision board adoption:

--

4. Period covered by the agreement:

Begin Date:		End Date:	
-------------	--	-----------	--

5. Salary settlement:

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

--	--	--

One Year Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year

--

or

Multiyear Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year (may enter text, such as "Reopener")

--	--	--

Identify the source of funding that will be used to support multiyear salary commitments:

--

Negotiations Not Settled

6.	Cost of a one percent increase in salary and statutory benefits			
		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)

7.	Amount included for any tentative salary schedule increases			
		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)

Classified (Non-management) Health and Welfare (H&W) Benefits

1.	Are costs of H&W benefit changes included in the budget and MYPs?			
2.	Total cost of H&W benefits			
3.	Percent of H&W cost paid by employer			
4.	Percent projected change in H&W cost over prior year			

Classified (Non-management) Prior Year Settlements

Are any new costs from prior year settlements included in the budget?				
If Yes, amount of new costs included in the budget and MYPs				
If Yes, explain the nature of the new costs:				

		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--	--	--------------------------	----------------------------------	----------------------------------

Classified (Non-management) Step and Column Adjustments

1.	Are step & column adjustments included in the budget and MYPs?			
2.	Cost of step & column adjustments			
3.	Percent change in step & column over prior year			

		Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--	--	--------------------------	----------------------------------	----------------------------------

Classified (Non-management) Attrition (layoffs and retirements)

1.	Are savings from attrition included in the budget and MYPs?			
2.	Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?			

Classified (Non-management) - Other

List other significant contract changes and the cost impact of each change (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2024-25)	Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
Number of management, supervisor, and confidential FTE positions	45	43	41	41

Management/Supervisor/Confidential

Salary and Benefit Negotiations

1. Are salary and benefit negotiations settled for the budget year?

Yes

If Yes, complete question 2.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 3 and 4.

If n/a, skip the remainder of Section S8C.

Negotiations Settled

2. Salary settlement:

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

Total cost of salary settlement

% change in salary schedule from prior year (may enter text, such as "Reopener")

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

4. Amount included for any tentative salary schedule increases

--	--	--

Management/Supervisor/Confidential

Health and Welfare (H&W) Benefits

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Management/Supervisor/Confidential

Step and Column Adjustments

- Are step & column adjustments included in the budget and MYPs?
- Cost of step and column adjustments
- Percent change in step & column over prior year

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

Management/Supervisor/Confidential

Other Benefits (mileage, bonuses, etc.)

- Are costs of other benefits included in the budget and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

Budget Year (2025-26)	1st Subsequent Year (2026-27)	2nd Subsequent Year (2027-28)
--------------------------	----------------------------------	----------------------------------

S9. Local Control and Accountability Plan (LCAP)

Confirm that the school district's governing board has adopted an LCAP or an update to the LCAP effective for the budget year.

DATA ENTRY: Click the appropriate Yes or No button in item 1, and enter the date in item 2.

1. Did or will the school district's governing board adopt an LCAP or an update to the LCAP effective for the budget year?
2. Adoption date of the LCAP or an update to the LCAP.

Yes
Jun 26, 2025

S10. LCAP Expenditures

Confirm that the school district's budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.

DATA ENTRY: Click the appropriate Yes or No button.

Does the school district's budget include the expenditures necessary to implement the LCAP or annual update to the LCAP as described in the Local Control and Accountability Plan and Annual Update Template?

Yes

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review. DATA ENTRY: Click the appropriate Yes or No button for items A1 through A9 except item A3, which is automatically completed based on data in Criterion 2.

A1.	Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?	No
A2.	Is the system of personnel position control independent from the payroll system?	Yes
A3.	Is enrollment decreasing in both the prior fiscal year and budget year? (Data from the enrollment budget column and actual column of Criterion 2A are used to determine Yes or No)	Yes
A4.	Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior fiscal year or budget year?	No
A5.	Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	Yes
A6.	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	No
A7.	Is the district's financial system independent of the county office system?	No
A8.	Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education)	No
A9.	Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?	Yes

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

The District hired a permanent Superintendent as of July 1, 2024, after a six-month vacancy filled by an Interim Adult Education Leader from inside the district. The district hired a CBO as of July 1, 2024.

End of School District Budget Criteria and Standards Review

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

7. 24/25-2145 - APPLICATION OF EXEMPTION FROM THE REQUIRED EXPENDITURE FOR CLASSROOM TEACHERS SALARIES, 2023-24

RECOMMENDATION

The Board of Education is requested to approve the application of exemption from the required expenditure for classroom teachers' salaries for the 2023-24 fiscal year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond____.

Rationale:

The proposed request for exemption is provided in accordance with Education Code section 41372 and is reported as a corrective action to the Monrovia Unified School District's 2023-24 annual financial audit for Finding #2023-002.

Background:

With the completion of the Monrovia Unified School District's 2023-24 annual financial audit by Christy White Inc., Finding #2023-002: Classroom Teacher Salaries identified that the MUSD did not meet the 55% minimum required percentage that a Unified District should expend of its current expenses of education towards salaries for classroom teachers per California Education Code Section 41372.

Budget Implication (\$ Amount):

For the 2023-24 year, the District's percentage of classroom teacher salaries was computed to be 50.82% of its current expense of education, falling short of the 55% minimum requirement to create a potential District liability of \$3,401,983.

Legal References:

California Education Code Section 41372.

Additional Information:

This information has been reviewed by the Los Angeles County Office of Education staff prior to submittal to the Board of Education. A copy of the required Application for Exemption and explanation with supporting materials are attached.

ATTACHMENTS

[BAI 2145 Tch App for Salary Exemp \(a-d\) 6-25-25 \(pg6\).pdf](#)

ROB HAMMOND
President
MARITZA TRAVANTI
Vice President
SELENE LOCKERBIE
Clerk
DANIEL GOMEZ TAGLE
Member
MICHAEL OCON
Member



PAULA HART RODAS, Ed.D.
Superintendent
GEOFFREY ZAMARRIPA, Ed.D.
Asst. Supt., Educational Services
VANESSA LANDESFEIND, Ed.D.
Asst. Supt., Human Resources
GREG GERO, Ph.D.
Interim Asst. Supt., Business Services

June 25, 2025

Ms. Martinez-Garcia, Financial Management Service Consultant
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242

Re: Monrovia USD Request for Exemption from the Required Expenditures for Classroom Teachers' Salaries for the 2023-24 Fiscal Year.

Dear Ms. Martinez-Garcia,

The Monrovia USD (MUSD) Governing Board requests an exemption from the Required Expenditures for Classroom Teachers' Salaries and Classroom Compensation, pursuant to Education Code Section 41372, for the 2023-24 fiscal year (Attachment 'A'). Included with the required application and the following explanation are supporting materials for this request.

Background

As indicated in the District's 2023-24 Annual Financial Audit (Audit Finding #2024-002, Attachment 'B') MUSD's Current Expense of Education was \$81,387,156, and its total salaries and benefits for classroom teachers was \$41,364,838. The District therefore fell below the minimum required Classroom Compensation Expense percentage of 55%, by 4.18% or for a deficient amount of \$3,401,983.

More specifically, as shown in MUSD's 2023-24 Form CEA the District's percentage of Classroom Compensation is determined by its Actual Classroom Compensation as computed in Form CEA Part II (\$41,364,837.62), and divided by its total Current Expense of Education (after specified reductions) as computed in Form CEA Part I (\$81,387,155.89). This equation is illustrated below.

$$\text{Classroom Compensation/Current Expense of Education} = \text{Classroom Compensation Percentage } \$41,364,837.62 / \$81,387,155.89 = 50.82\% \text{ (55\% required)}$$

Explanation

While the District acknowledges that it fell short of the mandated standard of 55% of Current Expense of Education, we request exemption from the 55% threshold for the 2023-24 year as: 1) An additional expenditure or penalty of \$3,401,983 would place a serious hardship on the District; and 2) Extraordinary economic conditions distorted both computations used to determine MUSD's 2022-23 Current Expense of Education and percentage of Classroom Compensation.

#1 Expenditure of an additional \$3,401,983 would place a serious hardship on the District.

Due to its current fiscal condition, MUSD is required by the Los Angeles County Superintendent of Schools to continue implementation of a Fiscal Stability Plan for 2025-26. Any additional expenditure or penalty that may be required to comply with the minimum standard for Required Classroom Compensation will place a serious hardship on the financial stability of the Monrovia Unified School District.

#2 Extraordinary economic conditions distorted both computations used to determine MUSD's 2022-23 Current Expense of Education and percentage of Classroom Compensation.

Extraordinary and unanticipated conditions have served to disproportionately INCREASE MUSD's Expense of Education total cost, and REDUCE growth in MUSD's Total Classroom Compensation expense, thereby distorting the calculations used to determine the MUSD's actual expenses for comparison to the statutory standard minimum percentage of 55%.

To demonstrate these issues, Attachment 'C' compares MUSD's 2022-23 and 2023-24 Current Cost of Education and Classroom Compensation. Issues impacting the expense computations include:

A. *Impact of one-time funds on the MUSD's Total Current Expense of Education*
Attachment 'C' illustrates that MUSD's 2022-23 Current Expense of Education increased by \$6.01M (7.88%) from 2022-23 levels, due to a \$4.11M (33.88%) increase in Services & Indirect costs. This increase can be traced directly to increased services financed by one-time funds in Restricted General Fund accounts, AND to an increase in high-cost temporary staffing services contracts which have inflated and disproportionally increased MUSD's Current Expense of Education from the prior year.

B. *Impact of labor market conditions on the Classroom Compensation Expense*
Attachment 'C' also illustrates a 6.83% reduction in Salaries of Instructional Aides from 2022-23 to 2023-24. This is unusual and specifically due to the MUSD's inability to fill vacant Instructional aide positions due to tight labor market conditions in the region. As an alternative, MUSD acquired Instructional Aide staff and services through high-cost temporary staffing services. Although included in the Current Expense of Education computation, temporary staffing services contracts are NOT INCLUDED in the Classroom Compensation computation, thereby resulting in a Classroom Compensation expense that is lower than it would otherwise be in a typical labor market where the MUSD would fill vacant Instructional Aide positions and their expense would be INCLUDED in the Classroom Compensation computation.

Last, it is noteworthy that MUSD's 2023-24 collective bargaining settlements included a 2.5% salary schedule increase, and an increase in longevity salary increments (in some cases equivalent to an 8% salary increase).

Conclusion

Due to the aforementioned extraordinary economic conditions, in 2023-24 MUSD's Current Expense of Education has been disproportionally inflated, and its Classroom

Compensation Expense growth has been uniquely suppressed, to effectively discounting its Classroom Compensation contributions as a percentage of Current Expense of Education, causing the District to fall below the state minimum standard of 55%, by 4.2%.

Due to MUSD's tentative fiscal condition which requires a Fiscal Stability Plan, any additional expenditure (or penalty) that may be required and incurred due to MUSD's non-compliance of the minimum standard of Required Expenditures for Classroom Teacher's Salaries, would place a serious financial hardship on the MUSD.

For these reasons the Monrovia Unified School District respectfully requests Exemption from the Required Expenditure for Classroom Teachers' Salaries for the 2023-24 school year. Your consideration of this request is truly appreciated.

Sincerely,

Dr. Paula Hart Rodas, Superintendent
Monrovia Unified School District

Mr. Rob Hammond, President
Board of Education
Monrovia Unified School District

Attachment 'C'

Monrovia Unified School District
Comparison of Form CEA, 2021-22 to 2022-23

Form CEA Detail - SACs Form CEA attached	ACTUALS		Change
	22-23	23-24	
Current Expense Part II	\$ 76,293,171.17	\$ 81,387,155.89	6.68%
Total Classroom Salaries & Benefits	\$ 40,362,700.39	\$ 41,364,837.62	2.48%
Percent spent by District	52.90%	50.82%	
Percent Required	55.00%	55.00%	
Variance		-4.18%	
Deficiency Amount \$	n/a	\$ 3,401,983.12	
Total Expense of Education			
1000 Certificated Salaries	\$ 30,648,309.25	\$ 32,206,427.38	5.08%
2000 Classified Salaries	\$ 10,245,085.99	\$ 10,901,976.74	6.41%
3000 Employee Benefits	\$ 19,232,569.33	\$ 19,901,908.33	3.48%
4000 Books & Supplies	\$ 4,035,510.37	\$ 3,726,686.38	-7.65%
5000 & 7300 Indirect Costs	\$ 12,131,696.23	\$ 14,650,157.06	20.76%
	\$ 76,293,171.17	\$ 81,387,155.89	6.68%
<i>Total Change: 22-23 to 23-24 Change in 5000 & 7300 Indirect Costs</i>		\$ 5,093,984.72	6.68%
		\$ 2,518,460.83	20.76%
Total Classroom Expense			
Teacher Salaries	\$ 24,786,722.61	\$ 25,387,351.27	2.42%
Salaries of Instructional Aides	\$ 2,934,182.74	\$ 2,815,329.18	-4.05%
STRS	\$ 7,125,537.31	\$ 7,511,920.79	5.42%
PERS	\$ 857,993.21	\$ 883,752.26	3.00%
OASDI	\$ 651,892.33	\$ 666,647.84	2.26%
Health & Welfare Benefits	\$ 4,184,632.01	\$ 4,234,338.02	1.19%
Unemployment Insurance	\$ 132,604.33	\$ 15,656.97	-88.19%
Workers' Compensation Insurance	\$ 432,707.16	\$ 445,202.85	2.89%
OPEB, Active employees	\$ -	\$ -	0.00%
Other Benefits	\$ -	\$ -	0.00%
SUBTOTAL	\$ 41,106,271.70	\$ 41,960,199.18	2.08%
Less: Extracted Deductions	\$ 743,571.31	\$ 595,361.56	-19.93%
TOTAL SALARIES & BENEFITS	\$ 40,362,700.39	\$ 41,364,837.62	2.48%
Classroom Expense %	52.90%	50.82%	

**Application for Exemption from the Required Expenditures for Classroom
Teachers' Salaries**

Pursuant to Education Code Section 41372

To: County Superintendent of Schools

For _____ fiscal year, the _____ School District
did not spend the minimum percentage of its budget on classroom teacher salaries as
required by *Education Code (EC)* Section 41372. We are requesting an exemption
from this requirement as provided by law.

Reason for request (Check one):

Serious hardship to the school district (Please attach a written explanation, the
district's latest interim report, and a multiyear projection for the current and two
subsequent fiscal years that reflects the financial impact of meeting the
requirement of *EC* 41372.)

Payment of classroom teacher salaries that are in excess of those paid by other
comparable school districts (Please attach a classroom teacher salary & benefits
comparison for at least three other comparable school districts. The comparison
should include annual classroom teacher salaries paid at the beginning, average,
and maximum salary levels plus the average annual employer contributions for
health & welfare benefits.)

Deficiency is less than \$1,000.00 (exemption is automatically approved)

A. Deficiency Amount

(Source: Form CEA)

1. Enter the minimum percentage for your district type.
(60% Elementary/ 50% High School/ 55% Unified) %
2. Enter the percentage spent by your district. %
3. Percentage below the minimum.
(Line 1 minus line 2) %
4. Enter the district's current expense of education (Form CEA) \$
5. Deficiency Amount.
(Line 3 times line 4) \$

B. Certification of the School District Governing Board

It is hereby certified that the information contained in this application is true and correct.

Signature of Authorized Official Title

Print Name of Authorized Official Date

**C. Decision of the County Superintendent of Schools
(Completed by the County Superintendent of Schools or Designee)**

Based on my review of the information contained with this application, I have taken the following action with respect to the school district named on this application (Check one):

I am granting the request for exemption from the requirements of *Education Code* Section 41372.

I am granting a partial exemption from the requirements of *Education Code* Section 41372. The amount not exempted is \$ (A written explanation of the reason(s) for approving a partial exemption is attached.)

I am denying the request for exemption from the requirements of *Education Code* Section 41372. (A written explanation of the reason(s) for denying the exemption is attached.)

It is hereby certified that the information contained in this application has been reviewed and is true and correct.

Signature of County Superintendent County Office/Date /

Signature of Authorized Designee Title of Authorized Designee/Date /

Unaudited Actuals
2023-24 Unaudited Actuals
GENERAL FUND
Current Expense Formula/Minimum Classroom Compensation

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense-Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	32,969,346.75	301	0.00	303	32,969,346.75	305	762,919.37		307	32,206,427.38	309
2000 - Classified Salaries	11,833,667.30	311	73,729.43	313	11,759,937.87	315	857,961.13		317	10,901,976.74	319
3000 - Employee Benefits	20,654,441.62	321	15,806.82	323	20,638,634.80	325	736,726.47		327	19,901,908.33	329
4000 - Books, Supplies Equip Replace. (6500)	4,748,131.29	331	1,889.14	333	4,746,242.15	335	1,019,555.77		337	3,726,686.38	339
5000 - Services... & 7300 - Indirect Costs	16,582,189.55	341	22,028.79	343	16,560,160.76	345	1,910,003.70		347	14,650,157.06	349
TOTAL					86,674,322.33	365			TOTAL	81,387,155.89	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)	Object	EDP No.
1. Teacher Salaries as Per EC 41011.	1100	375
2. Salaries of Instructional Aides Per EC 41011.	2100	380
3. STRS.	3101 & 3102	382
4. PERS.	3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative.	3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).	3401 & 3402	385
7. Unemployment Insurance.	3501 & 3502	390
8. Workers' Compensation Insurance.	3601 & 3602	392
9. OPEB, Active Employees (EC 41372).	3751 & 3752	396
10. Other Benefits (EC 22310).	3901 & 3902	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10).		395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.		0.00
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).		595,361.56
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.		396
14. TOTAL SALARIES AND BENEFITS.		41,364,837.62
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.		50.82%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')		

PART III: DEFICIENCY AMOUNT	
A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
1. Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%
2. Percentage spent by this district (Part II, Line 15)	50.82%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	4.18%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369).	81,387,155.89
5. Deficiency Amount (Part III, Line 3 times Line 4)	3,401,983.12
PART IV: Explanation for adjustments entered in Part I, Column 4b (required)	

Attachment 'C1'

Monrovia Unified
Los Angeles County

**Unaudited Actuals
2022-23 Estimated Actuals
GENERAL FUND
Current Expense Formula/Minimum Classroom
Compensation**

**19 64790 000000
Form CEA
D8AX6K6PK4(2022-23)**

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense- Part II (Col 3 - Col 4) (5)	EDP No.
1000 - Certificated Salaries	31,745,125.86	301	0.00	303	31,745,125.86	305	1,096,816.61		307	30,648,309.25	309
2000 - Classified Salaries	11,289,254.43	311	83,358.98	313	11,205,895.45	315	960,809.46		317	10,245,085.99	319
3000 - Employee Benefits	19,736,589.19	321	10,932.46	323	19,725,656.73	325	493,087.40		327	19,232,569.33	329
4000 - Books, Supplies Equip Replace. (6500)	4,386,496.47	331	5,605.62	333	4,380,890.85	335	345,380.48		337	4,035,510.37	339
5000 - Services . . & 7300 - Indirect Costs	13,687,291.80	341	18,488.74	343	13,668,803.06	345	1,537,106.83		347	12,131,696.23	349
TOTAL					80,726,371.95	365	TOTAL			76,293,171.17	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)	Object	EDP No.
1. Teacher Salaries as Per EC 41011.	1100	24,786,722.61
2. Salaries of Instructional Aides Per EC 41011.	2100	2,934,182.74
3. STRS.	3101 & 3102	7,125,537.31
4. PERS.	3201 & 3202	857,993.21
5. OASDI - Regular, Medicare and Alternative.	3301 & 3302	651,892.33
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).	3401 & 3402	4,184,632.01
7. Unemployment Insurance.	3501 & 3502	132,604.33
8. Workers' Compensation Insurance.	3601 & 3602	432,707.16
9. OPEB, Active Employees (EC 41372).	3751 & 3752	0.00
10. Other Benefits (EC 22310).	3901 & 3902	0.00

Unaudited Actuals
2022-23 Estimated Actuals
GENERAL FUND
Current Expense Formula/Minimum Classroom
Compensation

11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10)	41,106,271.70	395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.	0.00	
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).	743,571.31	396
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.		396
14. TOTAL SALARIES AND BENEFITS.	40,362,700.39	397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.	52.90%	
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')		

PART III: DEFICIENCY AMOUNT

A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.

1. Minimum percentage required (60% elementary, 55% unified, 50% high)	55.00%	
2. Percentage spent by this district (Part II, Line 15)	52.90%	
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	2.10%	
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369).	76,293,171.17	
5. Deficiency Amount (Part III, Line 3 times Line 4)	1,602,156.59	

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

8. 24/25-2146 - RESOLUTION 2425-39 REGARDING THE EDUCATION PROTECTION ACCOUNT FOR 2025-26

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2425-39 to approve the use of Education Protection Account (EPA) funds for the 2025-26 fiscal year.

Motion by _____, seconded by _____ Vote _____

Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____, Board Member Travanti____, Board President Hammond____.

Rationale:

Proposition 30, as amended by Proposition 55, requires the District's Governing Board to determine the use of EPA funds in an open public meeting session.

Background:

Voters approved Proposition 30 on November 6, 2012. It instituted temporary increases in the personal income tax for high earners and the State sales tax. Voters approved Proposition 55 on November 8, 2016. It extended the personal income tax increase for high earners through 2030. The funds collected from these tax increases are deposited by the State to the EPA for distribution to local school districts. Funds allocated to local school districts from the EPA will be offset dollar for dollar by a decrease in State Local Control Funding Formula Revenue. Therefore, EPA funding does not represent any additional revenue to the District. Proposition 30 and Proposition 55 require the District's Governing Board to determine the use of EPA funds in an open public meeting session. Because EPA funding is not additional revenue to the District, these funds will be used to support the District's current operations. EPA funds are proposed to be designated to pay for existing teacher salaries and benefits.

Budget Implication (\$ Amount):

There is no additional income to the District.

Legal References:

California Constitution Article XIII, Section 36(e)(6)--"A...school district...shall have sole authority to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided, however, that the appropriate governing board or body shall make these spending determinations in open session of a public meeting of the governing board or body".

Additional Information:

A copy of the Resolution is attached.

ATTACHMENTS

[BAI 2146 RES#2425-39 2025-26Ed. Protection 6-25-25.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2425-39

RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT FOR 2025-26

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the Incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, the Monrovia Unified School District shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, the Monrovia Unified School District shall annually publish on its internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of the Monrovia Unified School District shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by the Monrovia Unified School District to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36

NOW, THEREFORE, BE IT RESOLVED;

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the Monrovia Unified School District;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Monrovia Unified School District has determined to spend the monies received from the Education Protection Act to pay for existing teacher salaries and benefits.

Date: June 25, 2025

BOARD OF EDUCATION:

Rob Hammond, President

Maritza Travanti, Vice President

Selene Lockerbie, Clerk

Daniel Gomez Tagle, Member

Michael Ocon, Member

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

9. 24/25-2147 - RESOLUTION 2425-40 TO AUTHORIZE TEMPORARY INTER-FUND CASH BORROWING

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2425-40 to authorize the temporary borrowing of cash between District funds for the 2025-26 fiscal year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond____.

Rationale:

The Board of Education has the authority to direct the temporary transfer of monies between District funds to ensure the timely payment of district obligations.

Background:

The various District funds receive cash apportionments from different sources and on different schedules. Revenues for some District funds may potentially be received after budgeted expenditures have been made. Each District fund is required to maintain a positive cash balance at all times. To ensure that each District fund maintains a positive cash balance, monies may be shifted between funds during the year. Any required inter-fund borrowing must be approved in advance by the Board of Education. The attached "Cash Borrowing Resolution" is being presented for Board approval to allow for the timely transfer of monies between funds should it be necessary during the 2025-26 fiscal year. Any borrowed amounts will be repaid in the 2025-26 fiscal year or possibly in the 2026-27 fiscal year.

Budget Implication (\$ Amount):

There is no cost to the District for temporary inter-fund borrowing.

Legal References:

Government Code Section 42603--"The governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations."

Additional Information:

A copy of the Resolution is attached.

ATTACHMENTS

[BAI 2147 RES#2425-40_2025-26TempInterfundCashBorrwg 6-25-25.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2425-40

CASH BORROWING RESOLUTION
Temporary Inter-fund Cash Borrowing

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42603, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$4 million.
2. For fiscal year 2025-26 only.
3. Amount shall not exceed 75 percent of any monies held in any fund.
4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Monrovia Unified School District hereby authorizes the borrowing of cash between all of the District funds.

Date: June 25, 2025

BOARD OF EDUCATION:

Rob Hammond, President

Maritza Travanti, Vice President

Selene Lockerbie, Clerk

Daniel Gomez Tagle, Member

Michael Ocon, Member

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

10. 24/25-2148 - RESOLUTION 2425-41 TO AUTHORIZE TEMPORARY TRANSFERS OF FUNDS FROM THE LOS ANGELES COUNTY TREASURER

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2425-41 to authorize the temporary transfer of funds from the Los Angeles County Treasurer for the 2025-26 fiscal year.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond_____.

Rationale:

The Board of Education has the authority to direct the temporary transfer of funds from the Los Angeles County Treasurer to ensure the timely payment of district financial obligations.

Background:

The various District funds receive cash apportionments from different sources and on different schedules. Revenues for some District funds may potentially be received after budgeted expenditures have been made. Each District fund is required to maintain a positive cash balance at all times. The District's General Fund or other funds could potentially require additional cash on a temporary basis to meet its payment obligations. Should not enough cash be available in all district funds combined to permit sufficient inter-fund cash borrowing, the Los Angeles County Treasurer is authorized to temporarily transfer moneys to the District. The Los Angeles County Office of Education recommends that Districts have this authorization in place in the event that a temporary transfer of funds from the Los Angeles County Treasurer becomes necessary.

Budget Implication (\$ Amount):

There is no cost to the district for temporary transfers of funds from the Los Angeles County Treasurer to the District.

Legal References:

Article XVI, Section 6, of the California Constitution.

Additional Information:

A copy of the Resolution is attached.

ATTACHMENTS

[BAI 2148 RES#2425-41_2025-26CashBorrowingLACoTreasr 6-25-25.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2425-41

CASH BORROWING RESOLUTION
Temporary Transfers from the School Pools Fund Maintained by the
Los Angeles County Treasurer

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year, and;

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the School Pools Fund maintained by the Los Angeles County Treasurer (Treasurer), and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$4 million.
2. For fiscal year 2025-26 only.
3. Shall not exceed 75 percent of the anticipated revenues accruing to the district.
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the district before any other obligation of the district is met from such revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Monrovia Unified School District hereby authorizes the Treasurer to make temporary transfers of funds.

Date: June 25, 2025

BOARD OF EDUCATION:

Rob Hammond, President

Maritza Travanti, Vice President

Selene Lockerbie, Clerk

Daniel Gomez Tagle, Member

Michael Ocon, Member

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

11. 24/25-2149 - RESOLUTION NO. 2425-42 REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ESTABLISH A TAX RATE FOR BONDS TO BE SOLD DURING FISCAL YEAR 2025-26 AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION THEREWITH

RECOMMENDATION

The Board is requested to adopt Resolution No. 2425-42 Requesting that the Board of Supervisors of the County of Los Angeles establish a tax rate for bonds to be sold during fiscal year 2025-26 and authorizing necessary actions in connection therewith.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond_____.

Rationale:

The District needs to request the County of Los Angeles to establish a tax rate for fiscal year 2025-26 to support the payment of bond indebtedness. Delays in bond issuance necessitate timely tax rate establishment to align with property tax bills.

Background:

On November 8, 2022, the qualified electors of Monrovia Unified School District approved, by a fifty-five percent vote, the issuance and sale of general obligation bonds in the maximum amount of \$75,000,000. The District issued \$18.75 million in 2023 and now intends to issue a second series for voter-approved purposes. The Bonds projects consist of construction, furnishing, and equipping of District facilities and paying certain costs of issuance associated therewith.

Budget Implication (\$ Amount):

There is no cost to pass the resolution. All revenue and expenditures for the Bond Projects are reported in the Bond Fund.

Legal References:

Education Code 15140(b), 15252 - 15254 - Authorizes the issuance of bonds in series and the County's levy of taxes for bonds expected to be sold.

Additional Information:

A copy of the Resolution is attached.

ATTACHMENTS

[BAI 2149 Resolution 2425-42 to Establish Tax Levy 2025-26 Monrovia USD\(4417577.1\) 6-25-](#)

RESOLUTION NO. 2425-42

RESOLUTION OF THE BOARD OF EDUCATION OF MONROVIA UNIFIED SCHOOL DISTRICT REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES ESTABLISH A TAX RATE FOR BONDS TO BE SOLD DURING FISCAL YEAR 2025-26 AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION THEREWITH

WHEREAS, Monrovia Unified School District ("District") passed a general obligation bond measure on November 8, 2022, which measure did authorize the District to issue \$75 million in general obligation bonds (the "2022 Authorization"); and

WHEREAS, the Board of Education issued its General Obligation Bonds, 2022 Election, 2023 Series A in the aggregate principal amount of \$18,750,000 on June 21, 2023 under the 2022 Authorization; and

WHEREAS, the Board of Education ("Board") of the District now intends to issue its second series of general obligation bonds under the 2022 Authorization for purposes authorized by the voters of the District; and

WHEREAS, the Board of Supervisors of the County of Los Angeles ("County") is required to take action approving a tax rate for payment of indebtedness of the District during fiscal year 2025-26, and it is the responsibility of the Auditor and Controller of the County to calculate the tax rates for the Board of Supervisors' action thereon, and the Board has determined that it is not possible or advisable to sell the District's bonds in time to permit the Auditor and Controller of the County to calculate the tax rates necessary to pay debt service on such bonds in order that such tax rates may be reflected on 2025-26 property tax bills of taxpayers in the District; and

WHEREAS, the Education Code of the State of California provides that the Board of Supervisors of each county shall annually, at the time of making the levy of taxes for county purposes, estimate the amount of money required to meet the payment of the principal and interest on the bonds authorized by the electors of the District and not sold, and which the Board of the District informs the Board of Supervisors in their belief will be sold before the next tax levy, and further provides that said Board of Supervisors shall levy a tax sufficient to pay the principal and interest so estimated; and

WHEREAS, this Board deems it necessary and desirable to issue a series of the District's bonds during fiscal year 2025-26, as authorized by the Education Code, and requests that the County levy a tax for payment of debt service estimated to come due on such bonds during fiscal year 2025-26.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF MONROVIA UNIFIED SCHOOL DISTRICT:

Section 1. Recitals. All of the above recitals are true and correct.

Section 2. Estimate of Tax Levy. The Superintendent or the Assistant Superintendent, Business Services, of the District or such other officer of the District as either authorized officer may designate (each, an "Authorized District Representative"), are hereby authorized and directed to prepare an estimate of all payments of principal of and interest which shall become due on a series of bonds of the District expected to be sold prior to the calculation of the tax levy for fiscal year 2025-26, and to cause the debt service

schedule so prepared to be provided to the Auditor and Controller of the County responsible for preparing the tax levy for bonds of the District and for levying said tax. The District anticipates issuing bonds during fiscal year 2025-26 in the approximate principal amount of \$22 million.

Section 3. Request to County to Levy Tax. The Board of Supervisors of the County is hereby requested, in accordance with Education Code Section 15252-15254, to adopt a tax rate for bonds of the District expected to be sold during fiscal year 2025-26, based upon the estimated debt service schedule attached hereto as **Exhibit A**, or as otherwise updated and approved by the District's Board, which estimates are hereby approved, and to levy a tax in fiscal year 2025-26 on all taxable property in the District sufficient to pay said estimated debt service. The proceeds of such tax shall be deposited into the debt service fund of the District established pursuant to the Education Code for bonds of the District.

Section 4. Application of Tax Proceeds. In the event that the bonds of the District described hereunder are not sold, or sold in such amount and on such terms that the proceeds of the tax requested in Section 3 hereof, or any portion thereof, are not required for payment of debt service due on the bonds, this Board hereby requests that the Auditor and Controller, cause the remaining proceeds of the tax to be held in the debt service fund and applied to debt service on outstanding bonds of the District coming due in fiscal year 2026-27.

Section 5. Filing of Resolution. The Secretary of this Board is hereby authorized and directed to file forthwith a certified copy of this Resolution with the Clerk of the Board of Supervisors of the County, and to cause copies of this Resolution and estimated debt service schedule to be delivered to the Auditor and Controller and the Treasurer-Tax Collector of the County.

Section 6. Further Authorization. The President and Clerk of this Board or any Authorized District Representative, shall be and they are hereby authorized and directed to take such additional actions consistent with the intent of this Resolution in connection with the sale of the bonds of the District, which any of them necessary and desirable to accomplish the purpose hereof.

Section 7. Effective Date. This Resolution shall take effect from and after its adoption.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

PASSED AND ADOPTED this 25th day of June, 2025, at a meeting of the Board of Education by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

MONROVIA UNIFIED SCHOOL DISTRICT

By: _____
Board President

ATTEST:

By: _____
Board Clerk

EXHIBIT A

ESTIMATED BOND DEBT SERVICE PAYABLE FROM AD VALOREM PROPERTY TAXES

NET DEBT SERVICE

MONROVIA UNIFIED SCHOOL DISTRICT 2022 Election, Series B Bonds Current Aa3/AA- Ratings *** Preliminary, subject to change ***

Period Ending	Principal	Interest	Total Debt Service	Debt Service Fund	Net Debt Service	Annual Net D/S
02/01/2026		284,238.47	284,238.47	284,238.47		
08/01/2026	375,000	556,118.75	931,118.75	556,118.75	375,000.00	375,000.00
02/01/2027		546,743.75	546,743.75	88,047.88	458,695.87	
08/01/2027	800,000	546,743.75	1,346,743.75		1,346,743.75	1,805,439.62
02/01/2028		526,743.75	526,743.75		526,743.75	
08/01/2028	925,000	526,743.75	1,451,743.75		1,451,743.75	1,978,487.50
02/01/2029		503,618.75	503,618.75		503,618.75	
08/01/2029		503,618.75	503,618.75		503,618.75	1,007,237.50
02/01/2030		503,618.75	503,618.75		503,618.75	
08/01/2030		503,618.75	503,618.75		503,618.75	1,007,237.50
02/01/2031		503,618.75	503,618.75		503,618.75	
08/01/2031		503,618.75	503,618.75		503,618.75	1,007,237.50
02/01/2032		503,618.75	503,618.75		503,618.75	
08/01/2032	5,000	503,618.75	508,618.75		508,618.75	1,012,237.50
02/01/2033		503,493.75	503,493.75		503,493.75	
08/01/2033	65,000	503,493.75	568,493.75		568,493.75	1,071,987.50
02/01/2034		501,868.75	501,868.75		501,868.75	
08/01/2034	125,000	501,868.75	626,868.75		626,868.75	1,128,737.50
02/01/2035		498,743.75	498,743.75		498,743.75	
08/01/2035	190,000	498,743.75	688,743.75		688,743.75	1,187,487.50
02/01/2036		493,993.75	493,993.75		493,993.75	
08/01/2036	260,000	493,993.75	753,993.75		753,993.75	1,247,987.50
02/01/2037		487,493.75	487,493.75		487,493.75	
08/01/2037	340,000	487,493.75	827,493.75		827,493.75	1,314,987.50
02/01/2038		478,993.75	478,993.75		478,993.75	
08/01/2038	425,000	478,993.75	903,993.75		903,993.75	1,382,987.50
02/01/2039		468,368.75	468,368.75		468,368.75	
08/01/2039	520,000	468,368.75	988,368.75		988,368.75	1,456,737.50
02/01/2040		455,368.75	455,368.75		455,368.75	
08/01/2040	620,000	455,368.75	1,075,368.75		1,075,368.75	1,530,737.50
02/01/2041		439,868.75	439,868.75		439,868.75	
08/01/2041	725,000	439,868.75	1,164,868.75		1,164,868.75	1,604,737.50
02/01/2042		420,837.50	420,837.50		420,837.50	
08/01/2042	840,000	420,837.50	1,260,837.50		1,260,837.50	1,681,675.00
02/01/2043		398,787.50	398,787.50		398,787.50	
08/01/2043	970,000	398,787.50	1,368,787.50		1,368,787.50	1,767,575.00
02/01/2044		373,325.00	373,325.00		373,325.00	
08/01/2044	1,105,000	373,325.00	1,478,325.00		1,478,325.00	1,851,650.00
02/01/2045		344,318.75	344,318.75		344,318.75	
08/01/2045	1,255,000	344,318.75	1,599,318.75		1,599,318.75	1,943,637.50
02/01/2046		311,375.00	311,375.00		311,375.00	
08/01/2046	1,410,000	311,375.00	1,721,375.00		1,721,375.00	2,032,750.00
02/01/2047		276,125.00	276,125.00		276,125.00	
08/01/2047	1,580,000	276,125.00	1,856,125.00		1,856,125.00	2,132,250.00
02/01/2048		236,625.00	236,625.00		236,625.00	
08/01/2048	1,760,000	236,625.00	1,996,625.00		1,996,625.00	2,233,250.00
02/01/2049		192,625.00	192,625.00		192,625.00	
08/01/2049	2,335,000	192,625.00	2,527,625.00		2,527,625.00	2,720,250.00
02/01/2050		134,250.00	134,250.00		134,250.00	
08/01/2050	2,565,000	134,250.00	2,699,250.00		2,699,250.00	2,833,500.00
02/01/2051		70,125.00	70,125.00		70,125.00	
08/01/2051	2,805,000	70,125.00	2,875,125.00		2,875,125.00	2,945,250.00
	22,000,000	21,189,457.22	43,189,457.22	928,405.10	42,261,052.12	42,261,052.12

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

12. 24/25-3100 - PROPOSED RENEWAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND THE MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to ratify the full collective bargaining agreement between the California School Employees Association (CSEA) and the Monrovia Unified School District for the period of July 1, 2024, through June 30, 2027.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond_____.

Rationale:

The collective bargaining agreement is renewed every three years. The agreement expired June 30, 2024 and is being presented to the Board for review, including all contract language adjustments that have been ratified by CSEA. Government Code 3547.5 requires school districts to disclose proposed settlements to the public at least ten (10) days before governing board action on the settlement. This agenda item fulfills that mandate.

Background:

Articles that were updated and or modified during the 24/25 school year were voted on by CSEA members and presented to the Board for approval on June 11, 2025. It is now appropriate for the Board of Education to take official action to approve the contractual agreement.

Budget Implication (\$ Amount):

Legal References:

Government Code Section 3547.5

Additional Information:

A copy of the CSEA/District agreement is available for review at the District office and online at www.monroviaschools.net.

ATTACHMENTS

[CSEA Ch. 20 Agreement 2024-2027..pdf](#)



AGREEMENT BETWEEN

**MONROVIA UNIFIED
SCHOOL DISTRICT
(MUSD)**

AND

**CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION
(CSEA)**

AND ITS

MONROVIA CHAPTER 20

JULY 1, 2024 to JUNE 30, 2027

MONROVIA UNIFIED SCHOOL DISTRICT
325 EAST HUNTINGTON DRIVE
MONROVIA, CALIFORNIA 91016

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PREAMBLE

It is understood that Monrovia Chapter #20 is fully empowered to enter into this agreement on behalf of itself and the California School Employees Association. This Agreement is made and entered into this 1st day of July, 2021 by and between the Monrovia Unified School District, hereinafter referred to as the District, and the California School Employees Association and its Monrovia Chapter #20, hereinafter referred to as CSEA.

The purpose of this Agreement is to promote the improvement of personnel management and employer/employee relations, provide an equitable and peaceful procedure for the resolution of differences, and establish rates of pay and other terms and conditions of employment.

ARTICLE I
RECOGNITION

- A. The District hereby acknowledges CSEA as the exclusive bargaining representative for all classified employees who are members of the unit holding current positions or classifications. (See Appendix A, attached hereto and incorporated herein by reference as part of this Agreement).
- B. Excluded from this recognition are the following: all non-classified personnel, all casual or limited term personnel such as student employees, substitutes, temporary employees, playground aides, volunteers, and tutors. Also excluded are all management employees such as: Human Resources Administrator, Business Services Administrator; and all confidential/classified management employees.
- C. The District agrees that if, during this Agreement, it creates any new classifications, it shall notify CSEA in advance of its proposed action, describing the class(es) to be created, number of positions, and indicating whether the new class(es) are to be included in the bargaining unit or excluded there from. Should there exist a dispute between the District and CSEA as to the appropriateness of the newly created positions being included or excluded from the bargaining unit, CSEA shall have the right to seek clarification by PERB proceedings on any new classification not specified in the above description.

Nothing agreed to herein shall prevent the District and CSEA from making any changes upon mutual agreement in writing.

ARTICLE II
MANAGEMENT RIGHTS

A. All matters not specifically enumerated as within the scope of negotiations in Government Code 3543.1, or limited by the clear and explicit provisions of the other articles of this Agreement, are reserved to the District. It is agreed that such reserved rights include, but are not limited to, the exclusive right and power to determine, implement, supplement, change, modify, or discontinue, in whole or in part, temporarily or permanently, any of the following:

1. The legal operational, geographical, and organizational structure of the District, including the chain of command, division of authority, organizational divisions and subdivisions, external and internal boundaries of all kinds and advisory commissions and committees;
2. The financial structure of the District, including all sources and amounts of financial support, income, funding, taxes and debt, and all means and conditions necessary or incidental to the securing of same, including compliance with any qualifications or requirements imposed by law or by funding sources as a condition of receiving funds; all investment policies and practices; all budgetary matters and procedures, including the budget calendar, the budget formation process, accounting methods, fiscal and budget control policies and procedures, and all budgetary allocations, reserves, and expenditures apart from those expressly allocated to fund the wage and benefit obligation of this Agreement;
3. The acquisition, disposition, number, location, types and utilization of all District properties, whether owned, leased, or otherwise controlled, including all facilities,

grounds, parking areas and other improvements, and the personnel, work, service and activity functions assigned to such properties;

4. All services to be rendered to the public and to District personnel in support of the services rendered to the public; the nature, methods, quality, quantity, frequency and standards of service, and the personnel, facilities, vendors, supplies, materials, vehicles, equipment and tools to be used in connection with such services, with the understanding that the District shall not contract out classified positions contrary to existing law: See appendix I-Ed Code 43103. 1
5. The lawful utilization of personnel not covered by this Agreement, including substitutes, limited or short-term, student workers, noon supervision aides, consultants, confidential, supervisory or managerial personnel, and the methods of selection and assignment of such personnel:
6. The educational policies, procedures, objectives, goals, and programs, including those relating to curriculum course content, textbook selection, educational equipment and supplies, admissions, attendance, pupil transfers, records, pupil health and safety, pupil conduct and discipline, transportation, food services, extra-curricular and co-curricular activities, and emergency situations, and the substantive and procedural rights and obligations of students, parents, teachers, other personnel and the public with respect to such matters;
7. The selection, classification, direction, promotion, demotion, discipline and termination of all personnel of the District; the assignment of employees to any location and also to any facilities, work sites, functions, activities, tasks or equipment; and the determination as to whether, when and where there is a job opening;

8. The duties and responsibilities, job description and standards of performance for all employees; and whether any employee adequately performs such duties and meets such standards, subject only to the express terms of the evaluation procedures;
9. The dates, times and hours of operation, consistent with law, of District facilities and work-sites, functions, and activities; when overtime shall be worked and whether employees shall be requested to work overtime;
10. Safety and security measures for students, the public, properties, facilities, vehicles, materials, supplies, and equipment including the various rules and duties for all personnel with respect to such matters;
11. The rules, regulations and policies for all employees, students and the public;
12. The termination or layoff of employees, consistent with law, as the result of the exercise of any of the rights of the District not limited by the clear and explicit language of this Agreement.

All other rights of management not expressly limited by the clear and explicit language of this Agreement.

It is not the intention of the parties, in setting forth the above-mentioned rights of management, to detract or diminish in any way the rights of the Association or of unit members as expressly set forth elsewhere in this Agreement or in applicable law. It is the parties' intention that the clear and explicit provisions of the other Articles of this Agreement constitute the only contractual limitation upon the District's rights.

- B. The exercise of any right reserved to the District herein in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the District's right nor preclude the District from exercising the right in a different manner.
- C. Any dispute arising out of or in any way connected with either the existence of or the exercise of any of the above described rights of the District is not subject to the grievance provisions set forth in Article V, unless the dispute is otherwise grievable under another article of the Agreement.

ARTICLE III
ASSOCIATION RIGHTS

A. Representation

1. The District and CSEA recognize the right of unit members to join and participate in lawful activities of employee organizations, and the equal right of unit members to refuse to join or participate in employee organization activities.
2. CSEA and the District agree that CSEA has an obligation and a right to fairly represent all of the employees within the bargaining unit.
3. CSEA and the District shall not impose or threaten to impose reprisals on employees, to discriminate or threaten to discriminate against employees, or otherwise to interfere with, restrain, or coerce employees because they exercise their right to join or not to join the organization.

B. Access

Authorized CSEA representatives shall, in accordance with the condition noted herein, have the right of reasonable access to District facilities for the purpose of contacting unit members, and transacting lawful CSEA business. Upon arriving at a work site, any such representative shall first report to the office of the site administrator to announce their presence and the intended general purpose and length of visit.

Visitation by authorized Association representatives shall be timed and conducted so as not to interfere in any way with unit members' work assignments or the educational operation or administrative process. Contacts with unit members shall

be limited to non-work hours such as breaks, duty-free lunch period and before and after work. Such contacts may occur in unit members' work areas during their non-work hours, with the approval of the immediate supervisor in the work area (who is not, himself, a unit member).

CSEA and its members shall have the right to make use of District facilities for meeting purposes, subject to District rules and regulations. CSEA shall also have the right to use District computers, copiers LCD projectors, and other equipment, subject to District rules and regulations.

C. Distribution and Posting of Materials and Use of Site Mail Boxes

CSEA may distribute organizational literature on District property, provided it conforms to the content restrictions in Section D hereof, and does not interfere in any way with District business. No person shall distribute literature on District property in a place or manner which distracts unit members who are performing their duties. Literature may be distributed, or left for pickup, in coffee rooms, rest areas and in other appropriate site locations as designated by the immediate administrator.

CSEA may post notices of CSEA concern (consistent with Section D hereof) on bulletin boards, to be provided by the District at each work site at a place frequented by unit members.

The District will allow CSEA to place written communications (consistent with Section D hereof) in the District's internal mail system. Unauthorized mailings and written communications shall be subject to removal.

D. Content Restrictions

Any literature to be distributed or posted or placed in the mail system and/or mail boxes by the District or CSEA must not be defamatory, obscene, or hold any individual to ridicule. It must be dated and must identify the person and organization responsible for its promulgation.

Prior to distribution or posting or placing in the mail system and/or boxes of any material, CSEA shall provide the Superintendent or the Human Resources Administrator with copies of all such materials for their office and for each administrative work site at which unit members are assigned.

.

E. Release Time

The District shall grant release time, during work hours, for the purpose of conducting lawful CSEA business to:

1. The president of the local CSEA or their designees during their term in office, up to a maximum of ten (10) days per year, upon three (3) day notice to the District and subject to schedule coordination with the immediate supervisor (who is not, a unit member).
2. The negotiation team at least ten (10) days per year to attend negotiating sessions. Preparation time for at least one hour on the day of the negotiation meeting.
3. The president or designee for conferences, and or special meetings.
4. The president or designee for grievance meetings and/or grievance

preparation.

5. The CSEA-president or designee shall be released up to five (5) hours per week without the loss of compensation. This time shall be determined by mutual agreement between the District and the Association president based on District/Association needs, and shall not represent a cost to the District.

F. District Publication

CSEA, upon request, shall have the right to receive a copy of the District's Adopted Budget, and a copy of the District's Consolidated Application for Federal Funding with regulations, and the First and Second Interim Budget Report. The District shall provide to the CSEA Chapter President and to the Chapter Negotiating Chairperson (to be identified by CSEA) one copy of the Board of Education meeting agenda, except for executive session material.

G. New Employee Orientation

In alignment with AB119 and SB191, within the first week of each month, the District shall provide to CSEA electronic notice of any newly hired employee from the month prior including the employee's name, date of hire, classification, site and work schedule.

1. "Newly hired employee" or "new hire" means any classified bargaining unit employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the

bargaining unit represented by CSEA. For those latter employees, for purposes of this article on, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the CSEA unit.

2. The following language is based on the CSEA/District agreed upon process for providing CSEA access to newly hired employees as of the date of this agreement. After the District sends CSEA new employee information, CSEA shall provide a Human Resources Administrator with the dates and times, not less than seven (7) working days in advance, to schedule new employee orientations at the new employee’s work site. Human Resources shall notify site administrators and new employees of their new employee orientation date and time.

“New employee orientation” means the onboarding process of a newly hired classified bargaining unit member, whether in person, online, or through other means or mediums in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters. The District shall include materials provided by CSEA in the employee orientation packet of District material to newly hired classified bargaining unit members.

1. The District shall provide the CSEA President/designee access to new employee orientations. CSEA shall receive not less than ten (10) days’ notice in advance of orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District’s operations that was no reasonably foreseeable. Should the

District seek to hold orientation before the ten (10) day notice period, the parties may agree in writing to shorter notice. The notice shall specify the start and the anticipated ending time of the District process so the CSEA President/designee can meet privately with the new employee upon the conclusion of the District's process.

2. The CSEA President/designee shall have the opportunity to meet with the new hire(s) immediately following the conclusion of the District's one-on-one orientation or group orientation of new hires.
3. Orientation sessions shall be held on District property during the District business hours. Following the conclusion of the District's orientation, the CSEA President/designee shall have the opportunity to meet privately with the new hire(s) with no District manager, supervisor or non-unit employee present;
4. As outlined by SB191, in the event that the District has not invited CSEA to their onboarding process, CSEA representatives designated by the Chapter President shall have up to thirty (30) minutes of structured time to meet with a newly hired employee during their normal work hours on District property to hold an orientation session. The newly hired employee shall be relieved from their duties to attend the orientation session. The CSEA Labor Relations Representative may attend these orientation session(s). During these orientation sessions, no District manager or supervisor or non-unit employee shall be present.

H. AB 119 Contact Information

1. The District shall electronically provide to CSEA with contact information on new classified bargaining unit hires on the last working day of the month, including the items below except that upon written request of any classified bargaining unit member, the District shall not disclose the employee's home address, home telephone number, personal cellular telephone number, personal email address, or birth date pursuant to Government Code Section 6254.3 (a) (3). See asterisk * items below. Neither the District nor CSEA shall encourage or discourage a unit member from opting out of providing personal information to CSEA.

- a. First name
- b. Middle Initial
- c. Last name
- d. Suffix (e.g. Jr., III)
- e. Employee Identification Number
- f. Job Title
- g. Department
- h. Primary worksite name
- i. Work Schedule (hours & days)
- j. Work telephone number
- k. Work extension
- l. Home street address (including apartment #) *
- m. City*
- n. State*

- o. Zip Code (5 or 9 digits) *
 - p. Home telephone number (10 digits) *
 - q. Personal email address of the employee*
 - r. Birth date*
 - s. CalPERS status ("Y" if in CalPERS; "N" if not in CalPERS)
 - t. Membership Status ("Y" if a member of CSEA; "N" if not a member of CSEA)
 - u. Hire date
2. Except as provided in Section 11, information shall be provided to CSEA whether or not the newly hired employee was previously employed by the District. If no one is hired by the bargaining unit for the month, the District shall send a confirmation email to CSEA.
 3. The District shall electronically provide to CSEA with a list of bargaining unit members' names and contact information as specified in Section 1 on the last working day of September, January and May.

ARTICLE IV
ORGANIZATIONAL SECURITY

A. Organizational Security

1. Membership and Dues Deduction:

- a. District shall refer all employee questions about CSEA or dues to the CSEA Local President or Labor Relations Representative. CSEA shall defend and indemnify District for any claims arising from its compliance with this article. This agreement satisfies District's duty to bargain effects of Janus decision.
- b. The District shall not involve itself with the terms of any agreement between CSEA and the District's employee with regard to that employee's membership in CSEA, including but not limited to automatic renewal yearly unless the worker drops out during a specified window period. This period shall be tracked by CSEA within its membership database.
- c. CSEA shall have the sole and exclusive right to receive the payroll deduction for regular membership dues.

B. Dues Deduction Authorization

1. The employer shall deduct, in accordance with the CSEA dues schedule, dues from the wages of all classified unit members who are members of CSEA.
2. The District's managers, supervisors and confidential employees shall be neutral regarding employees' decisions to belong to an employee

organization or participate in its activities. Managers, supervisors and confidential employees shall refer questions to the local CSEA President or CSEA Labor Relations Representative and shall receive CSEA's written approval on behalf of the union before processing any revocation request.

3. The employer shall not be obligated to put into effect any new or changed deductions until the pay period commencing thirty (30) days or more after such submission.
4. There shall be no charge by the employer to CSEA for regular membership dues deductions.

C. Membership Information

1. The District shall take reasonable steps to maintain the privacy of CSEA members' personal information, including but not limited to members Social Security Numbers, personal addresses, personal phone number, personal cellular phone number, and status as a union member.

D. Hold Harmless Provision

1. CSEA shall have the exclusive right to decide and determine whether any action against the District based on this article or any dues deduction for CSEA shall be compromised, resisted, defended, tried or appealed.

ARTICLE V
GRIEVANCE PROCEDURE

The purpose of these procedures is to secure prompt, equitable, and effective solutions to problems that may arise out of alleged violations of this Agreement and that affect the welfare of working conditions of unit members.

A. Definitions

1. A “grievance” is a claim that there has been a violation, misapplication, or misinterpretation of a specific provision of the Agreement.
2. A “grievant” shall mean an employee, employees, or CSEA.
3. Other complaints – Adjustment of a complaint arising in the areas of established Commission Rules and Regulations, established Board policies, administrative procedures, and complaints against other employees will be handled through the grievance procedure in the Rules and Regulations as stated in Section 4255, “Grievance Procedure.”
4. The grievant has the right to be represented by CSEA at all steps of the grievance procedure.

B. CSEA Representation

The grievant shall be entitled upon request to representation by CSEA at all grievance meetings beyond the informal level. In situations where CSEA has not been invited to represent the grievant, the District shall not agree to a final resolution of the grievance until CSEA has received a copy of the grievance and

the proposed resolution and has been given the opportunity to state its views on the matter.

C. Confidentiality

In order to encourage a professional and harmonious disposition of a unit member's grievance, it is agreed that from the time an individual grievance is filed until it is processed through final resolution, neither the grievant nor CSEA nor the District shall make public either the grievance or evidence regarding the grievance.

D. No Reprisal

There shall be no reprisal against a unit member for filing a grievance or assisting a grievant in the above procedures.

E. Failure to Meet Time Limits

If a grievance is not processed by the grievant and CSEA in accordance with the time limits set forth in this Article, it shall be considered settled on the basis of the decision last made by the District. The District's failure to respond to a grievance in a timely manner at any level shall be deemed a denial of the grievance and termination of the level involved. The grievant may then proceed to the next step.

Time limits hereunder may be lengthened or shortened in any particular case only by mutual written agreement. The parties will attempt in good faith to adjust time limit problems which occur after Level I.

F. Reasonable Release Time

Grievance meetings normally will be scheduled by the District so as not to conflict

with normal work duties of the grievant. However, the grievant will be compensated if such meetings take place outside scheduled work hours. If scheduling is necessary during normal working hours, the District shall provide reasonable release time with no loss of pay to the grievant and one authorized representative of CSEA. This shall constitute “reasonable periods of released time” within the meaning of Government Code Section 3543.1(c). “Release time” for the association representative is included under Article III, Section F.

G. Past Precedent

A unit member’s decision not to file a grievance in a situation where they feels that the Agreement has been violated shall not constitute binding precedent regarding that subject matter.

H. Informal Level

Before filing a formal written grievance, the unit member shall make a reasonable attempt to resolve it by means of an informal conference with his or her immediate supervisor verified by the appropriate informal level form (See appendix J). If the unit member is not satisfied with the informal level conference, they may proceed to Formal Level I by completing the appropriate form (see appendix J) any time within fifteen (15) working days after the occurrence of the act or omission giving rise to the grievance.

I. Formal Level

1. Step I

Within fifteen (15) working days after the occurrence of the act or omission giving rise to the grievance, the grievant must present such grievance in writing to the appropriate Human Resources administrator. The appropriate formal level I form shall be a clear, concise statement of the grievance, including the specific provisions of this Agreement alleged to have been violated, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought. In addition, either party may request a personal conference with the other party. The Human Resources administrator shall schedule a meeting with the grievant and CSEA representative within five (5) working days of receiving the grievance. The administrator shall communicate a decision to the employee in writing within five (5) working days after meeting with the grievant. Such action will terminate Step I.

2. Step II

In the event the grievant is not satisfied with the decision at Step I, the grievant may appeal the decision in writing to the Superintendent or designee within five (5) working days after the termination of Step I.

The Superintendent shall schedule a meeting with the grievant and CSEA representative within five (5) working days of receiving the grievance.

The Superintendent or designee shall communicate a decision within five (5) working days after receiving the appeal, and such action will terminate Step II.

3. Step III – Mediation

a. If the grievant and/or CSEA Representative is not satisfied with the

disposition of the grievance, or if no disposition has occurred pursuant to the provisions of Step II, the grievance shall be referred to grievance mediation.

- b. CSEA shall request that a conciliator/mediator from the California State Mediation/Conciliation Service, or from any other mutually agreeable recognized dispute resolution center, be assigned to assist the parties in the resolution of the grievance. In the event that the mediator is requested by the Chapter, all costs for mediation should be borne by the chapter. If the Chapter decides not to pursue the mediation, and the grievant desires to move forward, all costs of the mediation are to be borne by the grievant.
- c. The mediator, within ten (10) days of the request shall meet with the grievant, the CSEA Representative, and the Superintendent or their designee for the purpose of resolving the grievance.
- d. If an agreement is reached, the agreement shall be written and shall be signed by the grievant, CSEA Representative, and the District. This agreement shall be nonprecedential and shall constitute a settlement of the grievance.
- e. In the event that the grievant, CSEA Representative, and the Superintendent, or their designee, have not resolved the grievance with the assistance of the conciliator/ mediator, the Association may terminate Step III and the grievance may proceed to binding arbitration.

J. Binding Arbitration
1. General Provisions

- a. Grievances which are not settled at Step III, and which CSEA desires to contest further, shall be submitted to binding arbitration as provided herein, but only if CSEA gives written notice to the District of its desire to arbitrate the grievance within ten (10) school days after the termination of Step III.
- b. It is expressly understood that the only matters which are subject to binding arbitration are grievances as defined above which are processed and handled in accordance with the limitations and procedures of this Article.
- c. Processing and discussing the merits of an alleged grievance by the District shall not constitute a waiver by the District of a defense that the dispute is not grievable.

2. Selection of Arbitrator

- a. As soon as possible and in any event not later than ten (10) school days after the District receives the written notice of CSEA's desire to arbitrate, the parties shall agree upon an arbitrator.
- b. If no agreement is reached within said ten (10) days, an arbitrator shall be selected from a list of arbitrators by alternate striking of names until one (1) name remains. Lists may be obtained from the California State Mediation Service or the American Arbitration Association.
- c. If the arbitrator selected indicates that they will not be available for hearing within a reasonable time not exceeding ninety (90) calendar days, the parties shall proceed to select another arbitrator.

3. Motion to Dismiss

- a. If the District claims that a grievance should be dismissed because, for example, it falls outside the scope of the procedure, or was filed or processed in an untimely manner, such a claim shall at the option of the District, be heard and ruled upon by the arbitrator prior to any hearing on the merits of the grievance, with a suitable stay/continuance between such a ruling and any further proceedings which may be necessary.
 - b. The District may also, at its option, and without prejudice, have such a claim heard along with the merits of the case.
4. Role of Arbitrator

- a. The function and purpose of the arbitrator is to determine disputed interpretation of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends, and to determine whether or not there has been a violation of this Agreement in the respect alleged in the grievance.
- b. Past practice of the parties in interpreting or applying terms of this Agreement may be relevant evidence, but shall not be used so as to justify, or result in, what is in effect a modification (whether by addition or detracting) of the written terms of this Agreement.
- c. This Agreement constitutes a contract between the parties, which shall be interpreted and applied, by the parties and by the arbitrator in the same manner as any other contract under the laws of the State of California.
- d. The Arbitrator shall have no power to alter, amend, change, add to, or

subtract from any of the terms of this Agreement.

- e. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the respective parties in the presence of each other, and upon arguments presented in briefs.
 - f. The arbitrator shall have no power to render an award on any grievance occurring before or after the terms of this Agreement unless the grievance was properly filed within the contractual period.
 - g. The arbitrator may hear and determine only one (1) grievance at a time unless the District and CSEA expressly agrees otherwise; however, both parties will in good faith endeavor to handle in an expeditious and convenient manner cases which involve the same or similar facts and issues.
5. Arbitrator's Decision
- a. The decision of the arbitrator shall be final and binding upon all parties to the dispute.
 - b. In all cases, the grievance and arbitration procedure described above is to be the CSEA's and unit member's sole and final remedy for any claimed breach of this Agreement.
6. Expenses
- a. All fees and expenses of the arbitrator shall be shared equally by the District and CSEA

- b. District and CSEA shall bear the expenses of the presentation of its own case.

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ARTICLE VI
WORK STOPPAGE

- A. Apart from and in addition to existing legal restrictions upon work stoppages, CSEA hereby agrees that neither it nor its officers, agents or representatives shall incite, encourage, or participate in any strike, walkout, slowdown, or other work stoppage of any nature whatsoever against the District during the life of this Agreement for any cause or dispute whatsoever or wheresoever located, including but not limited to disputes which are subject to the grievance provisions of Article V, disputes which are not subject to the grievance provisions of Article V, disputes concerning matters not mentioned in this Agreement, disputes contending that the District has committed unfair employment practices, disputes with other labor organizations, persons or employees, or jurisdictional disputes. In the event of any strike, walkout, slowdown or work stoppage or threat thereof, CSEA and its officers, agents and representatives will do everything reasonably within their power to end or avert the same.
- B. Any unit member engaging in any strike, walkout, slowdown, or work stoppage of any nature whatsoever against the District in violation of this Article shall receive no pay for the days involved, and shall be subject to discipline or termination pursuant to applicable Education Code procedures.
- C. In the event that this Article is violated over a grievance or a dispute which would otherwise properly be subject to resolution by submission to the grievance provisions of Article V, CSEA (and the unit member) shall be deemed to have waived the right to process the grievance or dispute through the grievance

procedures and the grievance or dispute shall be deemed as having been finally settled, with prejudice, in accordance with the District's last stated position with respect thereto.

D. During the term of this Agreement, the District shall not, on any workday, lock out any unit member in good standing.

E. The District shall make reasonable efforts to attempt to provide for the safety of unit members and their property when the unit members are working during a strike called by another employee organization against the District.

ARTICLE VII-A
HOURS AND OVERTIME

A. General Provisions

The District shall have the right, in its discretion, to assign and reassign daily hours of work shifts for unit members, as required to meet the operational needs of the District. In making any reassignments, the District shall attempt to minimize the changes imposed upon unit members, when possible. The employee's supervisor shall notify the employee of the change, in writing, with a copy to the Human Resources office, at least five (5) working days prior to the effective date of the change.

B. Workweek

1. The workweek for full time unit members shall consist of five (5) consecutive days, normally for eight (8) consecutive hours per day and forty (40) hours per week, exclusive of the lunch recess. However, it is understood that the District may, in its discretion, schedule regular daily split-shift assignments in the following situations:
 - a. Positions and/or unit members with current split-shift arrangements may continue to be so maintained.
 - b. New and/or vacant positions which are filled by new and/or transferred unit members may be scheduled for split shift assignments.
2. Other than the situations listed above, it is understood that, positions held by current unit members shall not be changed from a consecutive hours

assignment to a split-shift hours assignment, without the agreement of the CSEA negotiating team or completion of the negotiations.

3. For computational purposes, 21.6667 days (173.3333 hours) will constitute a work month.
4. A part time position is one for which the assigned time is less than forty (40) hours per week.
5. Upon initial employment with the District and upon any subsequent changes of regular assignment, a unit member shall be given written notice of their hours of work and rate of pay.
6. Nothing herein precludes the District from establishing a workweek consisting of ten (10) hours per day, forty (40) hours per week for four (4) consecutive days, provided that such a workweek assignment has the concurrence of the affected unit member, class of unit members, or classes of unit members, as ascertained by CSEA. The District shall notify CSEA of its intent to establish such a workweek and shall specify the affected class, classes, or unit members of a class or classes.
7. Adjusted arrival and departure work schedule times may be arranged between an employee and supervisor when the job responsibilities would not be adversely affected.

C. Lunch Periods

Unit members working more than five (5) consecutive hours per day shall be entitled to an unpaid, uninterrupted lunch period of not less than one-half (1/2) hour, nor

more than one (1) hour; provided, however, that unit members on split-shift assignments pursuant to Section B above may have extended breaks during the working day.

Unit members working six (6) consecutive hours or less may forgo lunch periods.

D. Rest Periods

Employees working four (4) hours or more but less than seven (7) consecutive hours per day shall be entitled to one (1) paid uninterrupted fifteen (15) minute rest period as part of the working day. Employees working seven (7) or more consecutive hours per day shall be entitled to two (2) paid uninterrupted fifteen (15) minute rest periods. The time of the rest period shall be determined in accordance with work duty needs, but should be assigned at or near the midpoint of the hours worked, if practicable. California employment law requires the allowance for breaks during shifts greater than 4 hours. These breaks shall be taken during the middle of the given work period, insofar as is practicable.

Work Hours	Rest Periods
4 – 7	1 paid
More than 7	2 paid

E. Overtime

1. Unit members shall be compensated at the rate of one and one-half (1-1/2) times regular pay rate for hours worked in addition to the eight (8) hour work day (or if applicable, the ten (10) hour work day) or forty (40) hour work week.

2. Unit members working an average of four (4) or more hours per day shall be compensated at the rate of one and one-half (1-1/2) times regular pay rate for all hours worked on the sixth and seventh consecutive days following the commencement of the workweek. Unit members working an average of less than four (4) hours per day shall be compensated at the rate of one and one-half (1-1/2) times regular pay rate for all hours worked on the seventh consecutive day following the commencement of the workweek.

For example: If an employee starts working on one day, and the shift continues past midnight, all of those hours should count as the same day for overtime pay calculations.

3. When a unit member is required to work on any holiday designated in this Agreement, he or she shall be compensated at the rate of one and one-half (1-1/2) times regular pay rate for all hours worked, in addition to their normal pay.

For example: An employee working on Labor Day will get paid for that holiday at their normal rate of pay, plus any worked hours on that day at one (1) and a half (1/2) their normal rate of pay.

4. Overtime offers shall be made upon a rotational basis, and shall not be made in an arbitrary or capricious manner, based on seniority within the department, classification and site. The District shall make a good faith effort to distribute overtime opportunities equitably, when practicable, among unit members at each work location.
5. The District shall have the right to request a unit member to perform overtime duties. However, a unit member shall be able to decline such an offer of

overtime work, within reason, and this shall not constitute grounds for discipline.

F. Compensatory Time-Off

In lieu of an overtime cash payment, an immediate administrator may grant compensatory time-off at the same paid ratio as overtime. The supervisor shall confer with the unit member of the intended method of payment (overtime pay or compensatory time) at the time of directing overtime work, after giving due consideration to the desires interest of the unit member. Upon mutual agreement, the District and the unit member shall schedule the compensatory time-off in a manner consistent with the efficient and economical operation of the District whenever possible.

Effective July 1st, 2014 all compensatory time off must be used by or paid to the employee by June 30th of the fiscal year in which the overtime was worked. Comp time will be recorded on the official form provided by District. All forms will be monitored quarterly by the Human Resources department.

G. Minimum Call-In and Call-Back Time

1. A unit member called in to work on an unscheduled day, or called back to work after completing their regular assignment, shall receive a minimum of two (2) hours pay for such call-in or call-back work, at the appropriate rate of pay under this Agreement.
2. A unit member scheduled to open or close a building or facility shall receive one (1) hour 10 for opening and one (1) hour for closing at the appropriate

rate of pay. These assignments will be voluntary or assigned on rotation according to seniority.

3. A unit member called by the alarm company after hours shall receive (1) hour pay for answering the phone call and addressing the matter without returning to the workplace. Unit members will be placed on the call list only by mutual consent between the unit member and immediate supervisor.

H. Federal, State, and Local Elections

When necessary and consistent with the best interests of the District, the District shall attempt in good faith to adjust work schedules in order to allow unit members an opportunity to vote in federal, state, and local elections. In all events the District will comply with Election Code Section 14350.

I. Shift Differential

A unit member who is regularly assigned to a work site six (6) or more hours per day and whose normal (i.e., twenty (20) or more working days per month) work shift starts on or after 1:00 p.m. and before 10:00 p.m. shall be paid, as a shift differential, one (1) salary range above the salary range assigned to their class. To be eligible for shift differential, at least one-half (1/2) of the unit member's normal shift must be worked after 5:00 p.m.

A unit member who is regularly assigned to a work site six (6) or more hours per day and whose normal (i.e., twenty (20) or more working days per month) work shift starts on or after 10:00 p.m. and before 6:00 a.m. shall be paid, as a shift differential, two (2) salary 31 ranges above the salary range assigned to their class.

Unit members who are absent for more than twenty (20) or more working days in a month, excluding vacation and medical leave, shall not receive shift differential pay for such absence.

J. Health Assistant Extra Hours

Under the supervision and coordination of the District Health Coordinator, Unit members assigned to the position of Health Assistant shall be provided with extra paid hours worked, scheduled by Health Coordinator, at an annual rate of up to forty-two (42) hours for elementary and middle school positions, and of up to twenty (20) hours for high school positions.

K. Oral Translations

Unit members assigned to the position of interpreter for the purposes of IEPs/504s/SSTs (legal binding documents) shall be provided with extra paid hours at a flat rate of \$27 dollars per hour. These hours must be performed outside of regular assigned hours. Should these hours result in an employee working more than eight (8) hours per day or forty (40) hours per week, the employee shall receive overtime compensation at the \$27-dollar base rate [or \$40.50 per hour].

ARTICLE VII-B
SUMMER SCHOOL ASSIGNMENT

For the purpose of this Article every classified unit member employed during the summer school assignment is deemed to have met the required minimum qualifications for each classification of service. It is also understood that any unit member may not schedule time off during this program. Any unit member absent for more than five (5) consecutive days will forfeit the assignment.

1. Appointment

Job Classifications eligible, but not limited to, summer school employment:

- a) School Office Managers
- b) Special Education Aides
- c) Food Service Workers
- d) 9 month Custodians
- e) Campus Security
- f) Other Clerical Staff
- g) Health Assistants
- h) After School Program (Village)

2. Selection Process

A rotation system will be developed within each classification based initially upon a seniority list developed within that classification and from those who apply in that year.

Unit members who work in any given year shall be placed at the bottom of the classification seniority list in the subsequent year.

Probationary employees are not be eligible to work during the summer school program, unless there is a need for it. No employee whose last performance evaluation was rated "needs improvement" or "unsatisfactory" shall be eligible for summer or intersession employment.

If unit members wish to share a summer school assignment, the members need to be selected from the seniority list in that classification first. For example, if the most senior on the list wants to share with another, the unit members in order should be considered for the shared assignment. Then those unit members who worked in that summer will be placed at the bottom of the classification seniority list in the subsequent year.

3. Assignment of Special Education Aides in Summer School

- a) Consideration will first be given to the specific needs of the special education student.
- b) Consideration will then be given to current assignment of the instructional aides.
- c) In the event that there is more than one 1:1 aide assigned to a student, the aides will be given the opportunity to share the assignment. If they do not

agree to share, the most senior aide in that classification will be assigned to the student and will be placed at the bottom of the list for the subsequent year.

- d) In the event that there is more than one classroom aide who is eligible to be assigned to a classroom, the more senior aide in that classification by grade level/current assignment will be assigned to that summer school class or 3 c. above will apply.

4. Reporting an Absence

Employees who will be absent are required to call (or have someone else call) their immediate supervisor or the department head within one hour of their scheduled reporting time. If a classified employee needs a substitute, they will contact the district designee who will assign a substitute from the approved substitute list.

5. Salary Placement

Unit member working in the same classification as the regular assignment shall be paid at the current regular rate of pay.

Unit members working in a lower paid class shall be placed in a step nearest or equal to the employee regular rate of pay.

Unit members working in a higher paid class shall be placed in a step that would afford a one-step increase than the employees regular rate of pay. (EC

45102,45260,45261)

6. Holiday Pay

If two or more permanent or probationary employees are sharing an assignment, the employee who works the day preceding the holiday will receive the holiday pay. Members who have been formally assigned to a summer school position shall be paid for any holiday that occurs during the summer school session. Members working the entire summer session must work the day before or after the holiday to be paid for the holiday. Holiday pay does not apply to day-to-day substitutes or unit members working extra hours during the summer.

7. Sick and Vacation

Unit member working the summer session shall accrue sick leave and vacation based on the hours assigned during this period.

8. Notification of Summer Employment

All unit members will be notified of their status of summer school assignment no later than one month prior to the beginning of summer school.

ARTICLE VIII
TRANSFER AND SITE VACANCY PROCEDURES

A transfer is defined as the relocation of unit members between job sites within the same classifications. Transfers fall into two categories: (1) administrative or involuntary transfers that are initiated by the District, and (2) transfers that are initiated at the request of the unit member on a voluntary basis. Unit members are entitled to Union representation from the Association during any meetings where transfers are discussed.

If a member is required to transfer to a different site as a result of displacement, it shall not be considered an involuntary transfer for purposes of this Article. The Chapter President or designee and the affected employee(s) shall receive a minimum of five (5) working days' notice prior to the effective date of any displacement. In extenuating or emergency circumstances, the five (5) day notification will be waived in the interest of the continuation of services to students, programs and the district. The notice of displacement shall provide the affected employee's new assignment and reason for displacement. Moving positions at the same site will not be considered a transfer for purposes of this Article. Displacement includes the following:

1. Class/school closure
2. Position is eliminated
3. Program funding expires
4. Program is moved
5. Temporary closure of a school or building
6. Declining enrollment affecting staffing patterns
7. Student/program receiving services leaves the district

8. State/Federal Law requires staffing of a position

The District shall have the sole authority to determine when and where there is an opening, and to transfer unit members from one job site to another when it is determined by the District that such a transfer is in the best interest of the District, subject to the following procedures:

A. Voluntary Transfers

Unit members may submit written requests or transfer forms to the Human Resources Administrator for transfer to positions within their existing classification at any time during the work year. Requests for transfers are made on the availability of vacant positions and therefore not guaranteed. A unit member must be in good standing and maintain positive attendance in the assignment provided by the district during the review of the voluntary transfer request to be considered for a transfer. A separate transfer request list will be maintained for each classification. The administrator at the receiving job location shall make their final appointments from among the transfer applicants and all other eligible candidates. Voluntary transfers to positions with less hours or compensation will immediately result in the recalculation of the employees pay and benefits.

During the summer recess period, notices of openings will be sent to nine (9) or ten (10) month employees who:

1. Make this request in writing, specifying positions/classifications of interest.

Requests for withdrawal of transfers may be submitted in writing at any time prior

to the unit member's receipt of notice that the transfer has been granted.

B. Involuntary Transfers

1. The District shall not involuntarily transfer an employee arbitrarily or capriciously.
2. When a position becomes vacant, voluntary transfers on file for the specific site/position should be considered prior to involuntarily transferring another unit member.
3. If no voluntary transfer requests are on file, the District shall allow no less than two (2) business days for employees to submit a request to fill the vacant position. If the involuntary transfer being implemented is based on student or programmatic needs or items outlined in section 6, the request for voluntary transfers will be waived. In emergency situations when a student or program needs immediate coverage, the least senior member in the classification on a rotational basis will be temporarily transferred immediately while volunteers are sought for two days. If there are no volunteers, the temporary placement will become the member's permanent assignment. The Chapter President or designee and the affected employee shall receive notice of the transfer the day the member's assignment becomes permanent. The notice shall provide the affected employee's new assignment and reason for involuntary transfer.
4. If there are no volunteers, the District shall displace the least senior employee in the appropriate classification on a rotational basis. The

Chapter President or designee and the affected employee shall receive a minimum of five (5) working days' notice prior to the effective date of any permanent administrative transfer. The notice shall provide the affected employee's new assignment and reason for involuntary transfer.

5. Involuntary transfers initiated by the district may be disputed in the following manner:
 - a. Members must report to and maintain positive attendance to the assignment provided by the district during the period of dispute. For the purposes of this section, an excused absence, as outlined in Article XII: Leaves of Absence, shall be determined positive attendance.
 - b. Members shall submit a request for transfer within ten (10) business days of receiving the notification of assignment.
 - c. The District shall assess the voluntary transfer request as outlined in section A. Voluntary Transfers, based on available assignments and make placements when possible.
6. If a supervisor believes that an irreconcilable conflict exists because the employee's continued service would be a deleterious effect upon the school or students, then the supervisor shall meet with the employee to discuss the situation, state the reasons for the irreconcilable conflict and attempt to mutually resolve the conflict in a timely manner. If the supervisor and the employee cannot mutually resolve the conflict the supervisor shall state the reasons for the irreconcilable conflict in writing.

The reasons shall be submitted to the Assistant Superintendent of Human Resources and the employee. The employee may file a written response and request a determination by the Superintendent/designee. The Superintendent, or their designee, shall investigate the situation. Following this investigation, the Superintendent/designee shall make a written response to the supervisor and employee. Following this written response, the employee may be involuntarily transferred if good cause exists for the superintendent/designee to believe that the employee's continued service would have deleterious effect upon the school or students. The process outlined in section 5, shall be completed in a timely manner (10 or less days) with the cooperation of all Parties. In an emergency situation, Human Resources will notify the Association President or designee and the parties may mutually agree to shorter timelines than outlined herein.

7. In an emergency situation, Human Resources will notify the Association President or designee and the parties may mutually agree to shorter timelines than outlined herein.
8. If a member disagrees with a transfer, upon written request, they are entitled to a meeting with Human Resources prior to the effective date of the transfer.

C. Temporary Transfers

1. Employees involuntarily transferred for a temporary period shall be provided estimated begin and estimated end dates prior to the beginning date of the

temporary transfer.

An involuntary transfer shall not result in the loss of compensation or fringe benefits for any unit member.

D. Site Vacancies

When a position becomes vacant at a site, the vacancy will be offered to members at that site in the same classification for at least two (2) business days prior to being offered to members from other sites or externally. If more than one eligible member at the site volunteers for the vacancy, the member with the most seniority will be placed in the position.

The District shall make a reasonable attempt to fill vacancies by contacting members via email and phone.

ARTICLE IX
LAYOFF AND REEMPLOYMENT

A. Reason For Layoff

The layoff of classified employees shall only occur for a lack of work or a lack of funds, and the procedure shall be in accordance with applicable Education Code, case law, and the rules agreed upon in this article.

B. Layoff Includes Reduction of Hours

If the hours of a position within a classification are reduced, because of a lack of work or a lack of funds, that is considered a layoff. The employee in the position shall have all the rights afforded any other employee who has been laid off.

CSEA and the District maintain the decision to reduce hours of a classification, whether vacant or occupied, are negotiable.

C. Order of Layoff

The District shall end employment with subcontractors, provisional appointments, limited term employees, and probationary employees prior to laying off classified bargaining unit employees. Whenever a classified employee is laid off, the order of layoff within the class shall be determined by length of service, using date of regular employment in the class. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first.

D. Computation of Seniority

"Length of service" shall be defined as the hire date of an employee as a regular probationary or permanent employee in the class, plus any service in higher classes.

1. Leaves Counting Towards Seniority

Time on the following leaves of absence shall be counted toward seniority:

Military Leave (Paid and Unpaid)

Sick Leave (Paid)

Extended Sick Leave (Paid)

Additional Unpaid Sick Leave (Unpaid)

Family and Medical Leave (paid and unpaid)

Pregnancy Disability Leave (Using sick leave and extended sick leave – paid)

Industrial Accident and Illness Leave (Paid)

Family-School Partnership Leave (Paid and Unpaid)

Bereavement Leave (Paid)

Vacation (Paid)

2. Leaves Not Counting Towards Seniority

With the exceptions as noted above, time on unpaid leaves over five working days shall not be credited toward seniority. Employees taking leaves over five working days shall have their seniority date adjusted on a day for day basis for the duration of the unpaid leave.

3. Laid Off Employees Don't Accumulate Seniority

Laid off employees do not accumulate seniority credit while on reemployment list, but shall have their seniority restored if they are recalled from the 39 month rehire list.

4. Reclassification and Seniority

When reclassification results in the merger of two or more classes, or the separation of a class into two or more classes, the seniority of regular employees who are reclassified with their positions, and whose former class

has been abolished or separated, shall be computed from the date of earliest entrance into regular service in the class that was abolished or separated.

5. Lateral Transfers and Seniority

An employee laterally transferred from one class to another shall not be credited in the new class with seniority accumulated in the old class from which transferred, but will retain all seniority in the previous class.

6. Breaking Ties in Seniority

If two or more employees subject to layoff have equal class hire date seniority, the preference shall go to the employee who has the fewest or no days of unpaid leave, which does not count towards seniority, while serving in that class.

If the employees are still equal, then preference shall be given to the employee with the earliest regular hire date in the District. If regular hire date is equal, the preference shall be given to the employee with the earliest District hire date. If the district hire date is equal, preference shall be given to the employee who ranked higher in the appointed eligibility list. If such ranking does not exist, preference shall be given to the employee that ranks higher in an interview with an interview panel made up of a district administrator, not the immediate supervisor, and two employees within their related field.

7. Site Seniority

If a position in a classification is eliminated or reduced in hours at a site or in a department which has multiple positions at that site, in that classification with similar assigned times, the least senior employee in that classification

with those assigned hours will be displaced. Example: A site has four Instructional Aides, each work three hours per day. If one three-hour position is eliminated at that site, the least senior of the four Instructional Aides at that site will be displaced. The impact of the displacement could include placing the Aide in a vacant position of equal or greater assigned time, or the Aide may choose to exercise their bumping rights to bump the least senior Instructional Aide in the District with the same assigned hours, or the Aide may choose to accept layoff pursuant to these rules and regulations.

E. Bumping Rights

An employee who is laid off from a position, may exercise bumping rights into a position in the same class or in a lower class (within the same job family), when there are no vacancies in that class and the laid off employee has seniority over the incumbent in the position. Example: Head Custodian I is laid off from their position and there are no vacancies in the class. They are the least senior Head Custodian I and has no position in that class into which they could bump. The laid off employee can however bump into a Custodial position if there is no vacancy in the Custodial class and there is an incumbent in a Custodial position that has less seniority than the laid off Head Custodian I.

An employee who is laid off from a position, may also exercise bumping rights into a position in any classification in which they formerly had seniority and permanency if there are no vacancies in that class and if the laid off employee has seniority over the incumbent in the position. Seniority for purposes of bumping in this instance shall include the total of the seniority the employee

earned in the class they are bumping into, plus service in the class from which layoff occurred and in higher classes.

An employee who has been bumped shall have the same bumping rights afforded by this rule as if their position had been abolished.

1. Bumping Priority

In the event of a layoff the following bumping priority will apply:

- a. An employee whose position is eliminated or reduced shall first be placed in a vacant position with an equal number of hours in the same class.
- b. If the previous option is unavailable, the employee shall be placed in a vacant position that has additional assigned time in the same class.
- c. If the previous option is unavailable, the employee will be allowed to bump into a position in the same class that has an equal number of hours, when compared with the employee's current position, and which is occupied by an employee with less seniority.
- d. If the previous option is unavailable, the employee will be allowed to bump into a position in the same class that provides additional assigned time, when compared with the employee's current position, and which is occupied by the least senior employee of those employees holding positions with more assigned time and who has less seniority than the employee who has been laid off.
- e. If the previous option is unavailable, the employee will be allowed to bump into a position in the same class that has less assigned time, that is closes to the employee's current assigned time, and which is

held by a less senior employee in the class. As an alternative, the employee shall also have the option of bumping into a lower, or another class in which they has seniority that will provide at least the same assigned time as the employee's current position and which is held by an employee with less seniority.

- f. If the employee is the least senior employee in the class, and has no seniority in any other class, the employee shall have the option of bumping into a lower class (in the same job family), into a position which offers the same hours (1st option), more hours (2nd option) or less hours (3rd option) than they are currently assigned and which is held by an employee with less seniority.

F. Demotion in Lieu of Layoff

An employee who is laid off may elect voluntary demotion to a lower classification (not in the same job family as the employee's regular class) in which they has not served in a permanent or probationary status if there is a vacant position in the lower class, providing that the employee is deemed to be qualified to perform the duties of the classification by the Personnel Commission, and provided further that the Board of Education approves the voluntary demotion.

G. Layoff Versus Limited Term Positions

No regular employee shall be laid off from any position while employees serving limited term appointments are retained in positions in the same class, unless the laid off employee refuses assignment to the limited term position.

H. Acceptance of Substitute, or Limited Term Employment

An employee who has been laid off and who is on a reemployment list may be employed as a substitute, or limited term employee in any class for which qualified, and such employment shall in no way jeopardize or otherwise affect their status or eligibility for reemployment.

I. Refusal of Substitute or Limited Term Employment

Refusal of an offer of substitute or limited term employment shall not affect the standing of any employee on a reemployment list.

J. Salary Placement After Demotion or Lateral Transfer

An employee who accepts a demotion in lieu of a layoff shall be placed on the salary range of the lower class, and put on the step of the lower range that comes closest to the employee's salary rate in the higher class without being more than the previous salary rate. An employee who laterally transfers to an equal class shall be placed on the same salary range/step as the previous position.

K. Taking a Service Retirement in Lieu of Layoff

An employee who is laid off for lack of work or lack of funds and elects a service retirement from the Public Employees' Retirement System in lieu of layoff, shall be placed on an appropriate reemployment list. The Human Resources Department shall notify the Board of Administration of the Public Employees' Retirement System of the fact that the employee's retirement was in lieu of layoff for lack of work or lack of funds.

If the employee is subsequently subject to reemployment in an appropriate vacant position, the employee must accept the position in writing and request PERS to reinstate him/her from retirement. The Personnel Administrator shall

maintain the vacancy until PERS has processed the employee's request for reinstatement.

L. Reemployment in Vacant Positions

Laid off persons have reemployment rights to any classified vacant position for which they are qualified. Therefore, the District shall reemploy a laid off person before hiring new employees to do work the laid off person is qualified to do (Education Code Section 45298). It shall be the employee's responsibility to apply to vacant positions to which they are qualified.

M. Notice of Layoff

1. Layoff Due to Expiration of Specially Funded Program

When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, the employees shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year and of their bumping rights, if any, and reemployment rights.

However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 60 days prior to the effective date of layoff.

2. Layoff Due to Lack of Work or Lack of Funds ~~Reduction of Funds or Elimination of Service~~

When, as a result of a lack of work or lack of funds, classified employees are subject to layoff, affected employees shall be given notice of layoff on or before March 15th of the layoff effective at the end of such school year.

3. Contents of Layoff Notice

Any notice of layoff shall be in writing, and shall include the following:

- a. The reason for the layoff (lack of funds or lack of work).
 - b. The date the Board of Education took the action to effect the layoff and the date the layoff becomes effective.
 - c. The employee's bumping rights, if any, and a date to respond to the Human Resources Department with a decision regarding utilizing those rights.
 - d. The employee's reemployment rights.
 - e. The employee's appeal rights.
4. Under most circumstances the Human Resources Department shall meet with the affected employee to give him/her the notice of layoff, to explain the contents of the notice, and to answer any questions the employee has. If a meeting with the employee is not possible, the notice of layoff shall be sent by Certified Mail-Return Receipt Requested to the last known home address of the employee on file in the Human Resources Department. It is the responsibility of the employee to keep the Human Resources Department informed of their current address.

Failure of the employee to retrieve delivered mail or respond to notifications by the U.S. Postal Service of attempted delivery, shall not be grounds for voiding notification or the extension of the timelines outlined in these rules. If a notice is mailed, the second working day following the postmark date of the notice shall be considered to be the official date of receipt.

N. Advance Notification to Exclusive Representative of Classified Employees

If any of the positions to be laid off are in the bargaining unit, the Superintendent and/or their designee(s), which shall include the Human Resources Administrator, shall meet with CSEA in advance of Board action and layoff notices being sent out to review the proposed layoff. The effects of layoff are negotiable.

ARTICLE X
EVALUATION PROCEDURES

The District retains sole responsibility for the evaluation and assessment of performance of each unit member, subject only to the following procedural requirements.

Evaluations shall be based upon the observation, knowledge, or investigation of the evaluator and not solely upon hearsay statements. Evaluations also shall not include comments that are arbitrary, capricious, or malicious in nature. The content of the evaluation language and substantive judgment of the evaluator shall not be subject to Article V, Grievance Procedure. The procedures used in the evaluation may be enforced through Article V, Grievance Procedure.

A. Evaluation

1. For probationary unit members, the immediate administrator shall prepare a performance assessment at approximately 1.5 months and 4.5 months, and a formal evaluation during the third and six months of employment, and for permanent unit members once every year.

Permanent unit members who have served in their current capacity for three years or more and who receive fully satisfactory evaluations (no indications of unsatisfactory performance in any area) shall be evaluated once every two years.

2. The immediate administrator assigned to evaluate a unit member who reports to another administrator and/or supervisor for some duties shall confer with

these supervisor(s) and receive input on the performance of the unit member prior to completing the evaluation.

Examples: Principals shall confer with head custodians for custodian evaluations; the Director of Food Services shall confer with the Food Services Manager and the Principal for Food Service Worker evaluations and with the Principal for Food Services Manager evaluations; Principals shall confer with the Health Services Coordinator for Health Assistant evaluations.

3. Evaluations shall be prepared on appropriate evaluation forms. The evaluator shall present the evaluation to the employee and shall discuss it with the employee. The employee and the evaluator shall sign the evaluation form and the employee shall receive a copy.
4. Specific explanatory comments shall be included on the evaluation forms in cases where the immediate administrator has indicated need for improvement or weaknesses in the unit member's performance. Suggestions for improvement will be included after a collaborative plan is created between the administrator and the employee.
5. The unit member shall have the right to review and respond to any adverse evaluation and to have the response placed in their personnel file, attached to the evaluation. If necessary, the unit member shall have a reasonable amount of release time in order to prepare such a response.
6. Parent, Citizen, Student, or Staff Complaints

a. No information of a derogatory or critical nature received from others (i.e. parents, citizens, student, and staff) shall be used in a written evaluation unless:

- 1) The unit member has been given notice of the nature of the complaint.
- 2) The unit member has had an opportunity to discuss and to attempt to resolve the matter with the evaluator and/or site administrator.
- 3) Whenever feasible and/or appropriate, the unit member has been provided with the opportunity to have direct contact with the complainant(s) to discuss and resolve the matter.
- 4) The facts have been verified, in the best judgment of the evaluator, by the available evidence.
- 5) The unit member has had the opportunity to have their written response to the complaint attached to the evaluation.
- 6) A unit member shall have the right to request the presence of an CSEA representative at all such meetings.

7. Needs improvement or unsatisfactory evaluations in one or more areas require an explanation of needs improvement/ unsatisfactory performance and specific suggestions for improvement based on appropriate performance of expectation of job description. Unit members shall take positive action to correct deficiencies in performance. The evaluator's role in assisting the unit member

may include, but not be limited to, the following:

- a. Shall include specific recommendations for improvement;
- b. Direct assistance to implement such recommendations;
- c. Techniques to measure improvement; and
- d. A reasonable time schedule to monitor unit member's progress.

This information shall be reflected under the "Written Comments/Improvement Goals" of evaluation as appropriate (see Appendix).

8. A unit member who receives an evaluation with an overall rating of needs improvement shall receive a follow-up evaluation within ninety (90) days. At the end of ninety (90) days, their evaluation will reflect an overall rating of satisfactory or unsatisfactory. If the unit member receives an overall satisfactory rating, then they returns to a regular evaluation cycle.
9. A unit member who receives an evaluation with an overall rating of unsatisfactory will be expected to improve their performance to such an extent that within sixty (60) days, their performance will reflect an overall rating of satisfactory. At the end of sixty (60) days, a follow-up evaluation shall be prepared and given to the unit member by the evaluator. Failure to make an improvement in performance to the satisfactory level shall constitute sufficient grounds for disciplinary action, up to and including dismissal.
10. Appeal: An evaluation is the formal judgment of an evaluator regarding employees' performances. Employees who believe that their evaluations are

not a true reflection of their performances may request a conference with the principal, department head, division head, or a representative of the Human Resources Department, to discuss the evaluation. Employees appealing evaluations shall be entitled to representation by CSEA.

11. Special Evaluations: An evaluator may prepare a special evaluation of a written progress report regarding an employee's performance at any time during the year upon evidence of changed performance or work habits on the part of the employee. Written notice shall be provided to an employee prior to placement of any derogatory material in the personnel file, and the employee shall have the right to review and respond to any adverse comments, and to have the response attached to said progress report or special evaluation and placed in their personnel file.

12. Incidents that may result in discipline shall be documented under separate processes.

ARTICLE XI
PROGRESSIVE DISCIPLINE AND SUSPENSION

Procedures for Disciplinary Action and Appeal are governed by the Personnel Commission's Rules and Regulations of the Classified Service. The following is not meant to add to, subtract from, or in any way alter Rule 4250. Rather, the inclusion of the following is meant to communicate the general idea of the subject. If specific knowledge is needed, then the reader must refer to the Rules and Regulations. If a dispute arises over the interpretation or application of this topic, such dispute must focus on Rule 4250 and shall adhere to the appeal process found within the Rules and Regulations. In any dispute, the following may not be used in any way to determine the meaning of Rule 4250. Such meaning must be derived solely from within the Rules and Regulations themselves.

A. Disciplinary Action

A regular classified employee shall be subject to disciplinary action only for cause as prescribed by Rules and Regulations, Rule 4250, and only pursuant to the procedures outlined herein. A member should have the right to union representation throughout the entire disciplinary process.

B. Causes for Disciplinary Action:

The following causes shall be grounds for disciplinary actions including, but not limited to, suspension, demotion, or dismissal:

1. Incompetency - Below standard work and/or performance, a pattern of inefficiency.
2. Dereliction of Duty - Neglect or inattention in the performance of assigned

duties.

3. Insubordination - Including, but not limited to, knowingly refusing to perform lawful and reasonably assigned duties.
4. Blatantly discourteous, threatening, offensive, or abusive conduct toward other employees, District officials, students, or the public.
5. Carrying out a physical attack on a student, an employee, a District official, or a member of the public.
6. Misuse, theft, willful destruction, or mishandling of District property, or property of an employee.
7. Offering anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or accepting anything of value or any service in exchange for granting special treatment to an employee or to any member of the public.
8. Possession of any alcoholic beverage on any job site. Drinking alcoholic beverages and/or being under the influence while on duty. Note: Bus Drivers and other classes required by federal law may be required to undergo testing consistent with the law and Board policy.
9. The use of tobacco or tobacco products on District property.
10. The use of, possession of, or under the influence of illegal and/or restricted substances or dangerous drugs, other than those prescribed by a licensed physician, while on duty or while on District property.

11. Formal charges resulting in a conviction of a narcotics offense as defined by Education Code 44011 and Appendix A of these rules. Conviction of such offense shall result in dismissal.
12. Formal charges resulting in a conviction of a sex offense as defined by Education Code 44010 and Appendix A of these rules. Conviction of such offense shall result in dismissal.
13. Conviction of a crime involving moral turpitude. Note: The Human Resources Administrator may inquire into the circumstances surrounding the commission of the crime in order to determine if the conviction is of an offense involving moral turpitude.
14. Conviction of any felony or serious crime, or any crime bringing discredit upon the District. Note: For causes #11 through #14 a plea or verdict of guilty, or finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere (no contest) is deemed to be a conviction, irrespective of a subsequent order for probation suspending the imposition of a sentence or an order under Section 1203.4 of the Penal Code allowing the withdrawal of the plea of guilty, or dismissing the accusations or information.
15. Engaging in political activities during assigned hours of employment.
16. Engaging in personal activities during assigned hours of employment.
17. Repeated or unexcused absences.
18. Repeated or unexcused tardiness.

19. Abuse of leave privileges by absence such that, over a period of time, the ability of the employee to efficiently perform the duties of their position is impaired.
20. Absence without advance notification.
21. Abandonment of position - An absence of three consecutive work days without notification or permission, and failure to notify the District of a valid or acceptable reason for absence.
22. Failure to return to work or notify the District within three working days following an authorized leave of absence.
23. Unauthorized departure from the job during assigned work hours.
24. Sleeping, resting, or taking an unauthorized break while on duty.
25. The use of profanity including, but not limited to, in the presence of students, other employees, and/or the public.
26. Gambling on school property.
27. Knowingly falsifying or withholding any information supplied to the District including, but not limited to, information supplied on application forms and employment records.
28. Failure to report to the Personnel Administrator, when requested to do so, for review of conviction records.
29. Failure to report for, or to provide results of a health examination, including tuberculosis screening, after proper notification.
30. Willful or persistent violation or refusal to obey safety rules or procedures made

- applicable by the Board of Education, or by any appropriate state or governmental agency.
31. Willful or persistent violation of laws and/or rules made applicable by any appropriate state or governmental agency.
 32. Willful or persistent violation of the Education Code, Board of Education Policy, Personnel Commission Rules and Regulations, or procedures adopted by the District.
 33. Any willful failure of good conduct tending to injure the District or its reputation with particular regard to students.
 34. Employment examination deception or fraud.
 35. Refusal to accept changes in shift assignment, working hours, or work location, provided that such changes were made in accordance with the Personnel Commission Rules and Regulations or a negotiated agreement.
 36. The failure of an employee to maintain insurance and a vehicle which meets the legal requirements for vehicle operation in the State of California, when such is a requirement of the employee's position. Note: Discipline under this section shall be handled in the following manner:
 - a. An attempt shall be made to reassign the employee within the same class or to a vacant position in a related class (with the approval of the Commission and the Board) not requiring operation of a motor vehicle.

- b. If reassignment is not practical, then the employee may be demoted in accordance with these Rules and Regulations.
- c. If a position does not exist for a demotion to be accomplished, the employee may be dismissed in accordance with the Personnel Commission Rules and Regulations.

37. Violation of local, state, or federal law that results in cancellation or suspension of a license or certificate required for the performance of assigned duties.

38. The failure of an employee to obtain and/or maintain a license or certificate required by the District for the performance of assigned duties.

39. Ethnic, racial, religious, or sexual harassment of another person. (Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature).

40. Failure to obey a subpoena issued by the Personnel Commission and duly served; or any refusal to furnish testimony or documents, other than self-incriminating, at a hearing or investigation before the Commission or Board of Education.

41. Membership in the Communist Party, or any other organization which advocates the overthrow of federal, state, or local government by force, violence or other unlawful means as described in Section 1028 of the Government Code. Education Code 45303 states that classified employees shall be suspended and dismissed for violation of this clause. Therefore, progressive discipline would not be applicable in this case.

42. Physical, emotional, or mental unfitness that prevents an employee from being able to perform the essential duties of the assigned position, with or without accommodation.

43. Any other cause which, when considered, can reasonably be interpreted as negatively affecting the purposes and functions of the District.

C. Time Lines

The District shall adhere to the following timelines when undertaking disciplinary investigations:

1. When a disciplinary concern arises:

a. The District shall make a good faith effort to notify the unit members within three (3) working days from the date a disciplinary concern arises.

b. The District shall notify the unit member of the nature of a behavior that may be cause for disciplinary action no later than seven (7) working days following the date the District first had knowledge of the behavior.

c. The unit member shall have the opportunity to discuss and explain their behavior and/or perspective of the situation.

2. In situations where progressive discipline is warranted, the District shall notify a unit member of the disciplinary action to be taken no later than fifteen (15) working days after the unit member has been notified

pursuant to timelines in Section 1 of this article.

D. Progression of Disciplinary Actions

Except as noted in Section D below, the progression of disciplinary actions undertaken by the District against an individual unit member shall be:

1. First Level: Verbal warning/oral reprimand from site and/or district administrator, including counseling for assistance in resolving the concern.
2. Second Level: Conference with employee and site and/or district administrator, including counseling for assistance in resolving the concern, followed by a written summary of the conference (with reference to the date a prior verbal warning was given), not placed in personnel file.
3. Third Level: Written warning/letter of reprimand/notice, to be placed in personnel file from site and/or district administrator, following a conference including counseling for assistance in resolving the problem.
4. Fourth Level: Suspension, with or without pay for up to fifteen (15) days (pursuant to Personnel Commission Rules and Regulations) or other corrective disciplinary action(s) (consistent with the type of offense), based upon the severity of the verified offense(s).

E. Severe Action

In cases where the unprofessional/inappropriate behavior is deemed extreme in

the judgment of the District, or where possible repetition threatens the health or welfare of other persons or the continuity of the school program, the District shall have the right to impose a more severe disciplinary step, consistent with the severity of the offense, without following each prior step listed above.

Except as noted in Section D above, disciplinary actions at levels 2 through 4 must be based upon previous disciplinary actions which occurred within the prior three years.

It is recognized that decisions related to recommending permanent status after a probationary period are not covered by this article.

ARTICLE XII
LEAVES OF ABSENCE

A. General Provisions

1. Definition

A leave of absence is an authorization for a unit member to be absent from duty, generally for a specified period of time and for an approved purpose.

2. Right of Reinstatement

a. A leave protects the unit member by holding a place for such member in the District until the leave expires, usually with the right to return to the District in a position of the same status and rank at the conclusion of the leave, providing the position would have otherwise remained and providing that there are no extenuating circumstances which make a return to the same rank and status impractical. There is, however, no assurance that the return assignment will be in the work site where such member was assigned when the leave was authorized.

b. A condition of each leave of absence is that any required license or certificate held at the time the leave was granted, properly authorizing the service, must be maintained in full force by the unit member.

3. Fringe Benefits

Unit members on a paid leave of absence, unless otherwise provided herein, shall receive wages, medical-dental coverage, and retirement credit, the same as if not on leave. Unit members who go onto an unpaid leave

during any pay period shall receive their medical-dental coverage according to the medical/dental plan procedures outlined in Article XIII, Section C-6 and thereafter shall be allowed to remain on continued coverage at their own expense, provided they make advance payment of the premium in a manner reasonable required by the District and provided that such conversion is permitted by the insurance carrier.

4. Part-Time Unit Members

For the purpose of this Article, part-time regular unit members shall be entitled to leaves of absence in the same ratio as the number of hours per day of scheduled duty relates to the number of hours for a full-time employee in a comparable position.

5. Procedure for Absence Reporting

A unit member intending to be absent at any time must notify the District, including the unit member's appropriate department, utilizing established absence reporting systems (for example, Frontline) –prior to 7:00 a.m. of the day of absence or at least one hour preceding the starting of their shift.

6. Return to Work

A unit member returning from absence must contact their work site as soon as possible, but in any event, before 2:00 p.m. of the day preceding the day of intended return. If they are unable to make the determination before 2:00 p.m., the District must be notified not later than two hours before the beginning of the workday, or as per agreed upon department procedures. A unit member may not be allowed to return for service in the event that a substitute has been called, and if not allowed, shall be charged with one

additional day of sick leave absence, if they fails to timely notify the District, as stated above.

7. Verification

- a. The District reserves the right to require medical verification by a licensed physician of an employee's claimed illness or injury leave. If the physician is selected by the District, the examination shall be at District expense.
- b. A unit member who is on leave or eligible for leave due to injury or communicable disease, or who has experienced a disability absence requiring surgery, hospitalization, or medical treatment (i.e. urgent care or emergency room visit), or who has been on five (5) or more consecutive days of sick leave, shall provide, upon District request, written verification from a medical doctor or licensed practitioner regarding their fitness to perform the essential functions of their job, with or without accommodation.
- c. The District reserves the right to require a unit member to have a physical examination by a District appointed physician, at no expense to the unit member, to perform the essential functions of their job, with or without accommodation.

8. Unauthorized Leave

A unit member who is absent from work without authorized leave pursuant to this Agreement shall lose a full day's pay for each such day of absence and shall be subject to discipline or discharge pursuant to Education Code provisions. Moreover, a unit member who is absent from work without

authorized leave for three (3) or more consecutive days shall be deemed to have abandoned employment with the District, subject to Article XI Progressive Discipline and Suspension. During said three-day period, the District shall make a reasonable attempt to contact the unit member and their emergency contacts or next of kin.

9. Employment Restrictions

- a. Unit members on sick leave or industrial accident/illness leave shall not be employed elsewhere during regular contract hours.
- b. This restriction may be waived by the District under special circumstances for sick leave; requests for such a waiver, with reasons therefore, should be submitted in writing to the Human Resources Department.

10. Definition of Immediate Family

“Member(s) of the immediate family” as used in this Article shall mean parent, grandparent, grandchild of the unit member or their spouse or domestic partner; son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, step parents, step children, uncle, aunt, niece, nephew, or any relative living in the immediate household of the unit member.

B. Sick Leave

1. General Provisions

The purpose of sick leave utilization shall be for physical and mental disability absences which are medically necessary and caused by illness,

injury, pregnancy disability, or exposure to contagious disease. Sick leave may also be used for doctor and dental appointments. Whenever possible, in non-emergency situations, such appointments should be scheduled outside the regular work hours of the employee. If an appointment can only be made during work hours, then the employee shall notify their supervisor as far in advance as possible, and no later than one full work day prior to the absence, so that the proper arrangements can be made by the supervisor.

2. Number of Sick Leave Days Earned Per Year

Sick leave shall be earned by regular classified employees based on a 40-hour, five-day workweek.

- a. Full-time employees accrue sick leave on the basis of one day for each month of service during the year, to a maximum of 12 days per year. Part-time employees accrue sick leave on a pro-rated basis as the employee's workweek relates to 40 hours and the work year relates to 12 months. The term "day," as used in this Article, means the unit member's regularly assigned workday, exclusive of overtime.
- b. A unit member employed at full pay five (5) days a week for less than a full fiscal year is entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number of days they are employed per week bears to five (5). When such a unit member is employed for less than a full fiscal year of service, this and the preceding paragraph in conjunction shall determine that proportion of leave of absence for illness or injury to which they are entitled, i.e.,

a unit member who works three (3) days a week for nine (9) months shall be entitled to $(3/5) \times (9)$ days leave of absence.

3. Use of Sick Leave

- a. Credit for leave of absence for illness or injury need not be accrued prior to taking of such leave by the unit member, and such leave may be taken at any time during the unit member's assigned work year. Unused sick leave may be accumulated from year to year without limit. A probationary unit member of the District shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under this Article, until the first day of the calendar month after completion of six (6) months of active service with the District. A unit member who terminates employment prior to earning sick leave taken in advance of accrual shall have the appropriate amount deducted from their final salary warrant.
- b. Any unused sick leave credit may be used by the unit member for sick leave purposes, as defined, without loss of compensation. For example: a unit member who has a continuous illness and has accumulated more than five (5) months of all paid leave, may use all of that leave until exhausted without loss of compensation
- c. Earned or accumulated sick leave shall not be considered as vacation, nor shall a unit member be reimbursed for unused sick leave at the time of separation, except as provided in the Education Code for purposes of retirement.
- d. Employees may use up to half of their annual sick leave entitlement

to attend to an illness of or take to a doctor for preventative care the employee's [child (regardless of age or dependency status), parent, parent in law, or spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person] or [family member as defined in Labor Code section 245.5]. The District may require a statement of verification from a physician or recognized practitioner verifying the illness of the employee's family member. (Labor Code, §233.)

4. Extended Illness Leave

- a. This section applies only to unit members who have exhausted all accumulated sick leave credit and continue to be absent on account of illness/injury.
- b. Pursuant to Education Code section 45196, each school year, each employee shall be credited with 100 working days of leave for illness or injury, which shall be paid at fifty (50%) of the employee's salary. Such additional leave shall be used after entitlement to full-paid sick leave has been exhausted, and shall run concurrently with full-paid sick leave from the first day of absence for illness or injury, but shall be exclusive of any other paid leave, holidays, vacation, or compensating time to which the employee may be entitled.

C. Industrial Accident and Illness Leave

1. Definition

Industrial Accident and Illness Leave shall be granted to a unit member for illness or injury incurred within the course and scope of their assigned

duties.

2. Days of Entitlement

Allowable leave shall be for not more than sixty (60) working days in any one fiscal year for the same illness or accident. Allowable leave shall not be accumulated from year to year. When an Industrial Accident and Illness Leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due for the same illness or injury.

3. Procedures

a. Industrial Accident and Illness Leave shall commence on the first day of absence, and shall be reduced by one day for each day of authorized absence, regardless of a compensation award made under workers' compensation.

b. A unit member who has sustained a job related injury or illness shall report the injury or illness on the Employer's Report of Occupational Injury or Illness Form within 24 hours or as soon as practically possible to the immediate administrator. In order to qualify for Industrial Accident and Illness Leave coverage, a unit member claiming such leave shall be examined and treated by a physician approved by the District. Such approval shall ordinarily be granted to a unit member's personal physician who has previously treated the unit member.

d. During any industrial paid leave of absence, a unit member shall endorse to the District any wage loss benefit checks received under workers' compensation laws. The District, in turn, shall issue the unit

member appropriate salary warrants for payment of the unit members salary and shall deduct normal retirement, and other authorized contributions.

- e. Upon conclusion of this industrial paid leave, a unit member may utilize any available Sick Leave benefits providing that any such Sick Leave utilization when combined with any workers compensation award shall not exceed 100% of the unit member's normal compensation.

4. Return to Service

- a. A unit member shall be permitted to return to service after an industrial accident or illness upon prior presentation of a release, twenty-four (24) hours in advance of return, from a physician, subject to the approval of the District, which certifies the unit member's ability to return to their position with or without restriction on performance of the required duties of the unit member's position.
- b. A unit member may be requested by the District to return to work from an industrial accident/illness leave to perform partial duties when:
 - (1) A physician provides a statement of medical release which certifies the unit member's ability to return to work to perform partial duties and specifies those duties/activities which need to be avoided for medical reasons;
 - (2) The return to work for partial duty does not pose a medical threat or undue risk of further injury for the unit member; and

- (3) The duties assigned are beneficial to the District, fall within the activities presented as medically safe for the unit member by the physician, may be reasonably related to their job duties and are within the skill, ability and working environment comfort level of the unit members, as determined by the supervisor and a district-level personnel administrator.
- (4) The District and unit member shall attempt to reach agreement on a partial duty assignment.
- (5) If agreement cannot be reached, the District shall offer three options for partial assignment duties, from which the unit member may select an assignment. If the unit member does not select one, the District shall assign the duties.

D. Bereavement Leave

1. Definition

A unit member shall be eligible for a temporary leave of absence for the death of any member of the immediate family or a reproductive loss event including a failed adoption, failed surrogacy, unsuccessful assisted reproduction, miscarriage, or stillbirth as defined in California Gov. Code Section 12945.6 without loss of salary.

2. Entitlement

Bereavement leave will be for no longer than five (5) days. Unit members shall be in paid status for the first three (3) days of Bereavement Leave, and the remaining two (2) days shall be unpaid. Unit members may use

their accrued sick leave, personal necessity leave, vacation leave, or compensatory time for any portion of their unpaid Bereavement Leave.

Unit members who travel out-of-state or in state exceeding 300 miles will be allocated no less than five (5) days. Days used for Bereavement Leave need not be consecutive.

3. Procedures

- a. A unit member intending to utilize Bereavement Leave must notify the District, including the unit member's appropriate department, utilizing established absence reporting systems (for example, Frontline) prior to 7:00am of the day of the absence or at least one hour preceding the starting of their shift.
- b. A unit may also be required to provide proof of eligibility for Bereavement Leave benefits.

E. Judicial and Official Appearance Leave

1. Definition

Judicial and official appearance leave shall be granted for purposes of regularly called jury duty, appearance as a witness in court other than as a litigant, or to respond to an official order from another governmental jurisdiction for reasons not brought about through the initiation, connivance, or misconduct of the unit member.

2. Jury Duty

A leave of absence without loss of salary shall be granted to a unit member who is officially called for jury duty. Juror's fees, exclusive of mileage,

received by the unit member shall be deposited to the credit of the District.

3. Procedures

- a. Upon receipt of notification of a jury duty obligation to be served during working hours on days of assigned service, it is the obligation of the unit member to immediately inform (within three (3) working days of receipt of such notice), their immediate supervisor and the Human Resources Department.
- b. Unit members are required to return to work during any day or portion of a day equal to or greater than one-half of the work shift in which jury duty services are not required.

4. Court Appearance (other than Jury Duty)

For any necessary court or agency appearances, the unit member may utilize personal necessity leave. However, if any Court or agency appearance is required by the District, it shall be made without loss of pay and without charge to any other accrued leave benefits.

F. Personal Necessity Leave

1. Definition

- a. Personal Necessity Leave may be utilized by a unit member who has sufficient Sick Leave credit, for circumstances that are serious in nature, which cannot be expected to be disregarded, and which necessitate immediate attention and cannot be dealt with during off-duty hours.
- b. General categories for acceptable use:
 - (1) Death of a member of the immediate family;

- (2) Serious illness of immediate family member;
- (3) Accident to unit member's person or property, or the person or property of their immediate family;
- (4) Religious;
- (5) Court appearance;
- (6) Urgent/serious circumstances;
- (7) No reason;
- (8) Parent-school partnership.

2. Entitlement

- a. Such member may elect to use not more than seven (7) per year of unused Sick Leave for purposes of approved Personal Necessity Leave (ref: EC45207).
- b. In case of serious, continued illness in the immediate family, a unit member may elect to use more than seven (7) days per year of unused sick leave for the purpose of Personal Necessity.
- c. Unused Personal Necessity Leave entitlement shall not be accumulated from year to year.
- d. The number of days of Personal Necessity Leave shall not exceed the number of full days of unused Sick Leave to which such member is entitled.

3. Procedures

- a. The unit member shall submit a request for Personal Necessity Leave approval utilizing established absence reporting systems (for

example, Frontline) not less than two (2) working days prior to the beginning date of the leave except where extenuating circumstances make such notice impossible.

b. The immediate supervisor shall notify the unit member of the decision to grant or deny the request by the close of business on the work day prior to the first day of the requested leave.

(1) Activities such as vacation, recreation, social commitments, and routine personal activities are covered under Unpaid Personal Leave, Section I, of this Article. Leave for Employee Association activities is covered in Article III, Association Rights.

c. The prior approval requirement shall not apply to the following reasons:

(1) Death of a member of the immediate family. Request granted under this Article shall be in addition to those provided under Bereavement Leave of this Article.

(2) Serious illness of a member of the immediate family.

(3) Accident, involving the unit member or their property, or the person or property of a member of the immediate family.

(4) Urgent/serious circumstances, when appropriate.

d. When prior approval is not required, the unit member shall make every reasonable effort to comply with District procedures designed to secure substitutes and shall notify the immediate supervisor of the expected duration of the absence.

- e. A unit member may use two (2) days of Personal Necessity Leave per school year, with two (2) days prior approval from the Classified Personnel Office, without indicating a specific reason for absence, if:
 - (1) no more than one (1) unit member would be absent on such leave from any one department or site on the requested date, and
 - (2) there are no unusual work demands which would require the unit member to remain at work.
 - f. If a unit member does not request leave approval under this paragraph at least two (2) days prior to the proposed date of absence, the leave may be denied by the immediate supervisor. If a unit member takes such leave without prior approval, the dates of absence shall be treated as days of unpaid leave (See Section A of this Article regarding absence without authorized leave; all provisions apply).
4. Return to Service
- a. Immediately upon return to active service, the unit member shall provide such additional verification of the use of these leave provisions as may be requested by the District.
 - b. Examples of such additional verification that may be required following use of these leave provisions are:
 - (1) Doctor's signed statement for family illness.
 - (2) Signed statement of details of accident.

G. Pregnancy Disability Leave

1. Definition

Pregnancy Disability Leave is sick leave used during the period of time a unit member is absent due to medical disability related to pregnancy and/or convalescence following birth or miscarriage. (Child Bonding leave following pregnancy disability leave is covered by Section I). The District shall provide leave under the Pregnancy Disability Leave Act (Government Code section 12495).

2. Procedure

- a. By the sixth month of pregnancy, the unit member shall provide the District with a written statement from her physician, indicating the estimated start and duration of leave.
- b. In the event that the beginning date of the pregnancy disability leave should change, the unit member shall inform the District as soon as possible, or according to the report of absence procedures in Section B of this Article.
- c. As soon as possible after birth or miscarriage, the unit members shall provide the length of the required medical disability leave and the date on which the unit member may resume her duties.

3. Return to Service

- a. The unit member shall notify the District to confirm her date of return to duty not later than 2:00 p.m. of the work day prior to her return date.
- b. In the event that the unit member must extend her pregnancy

disability leave beyond the originally stated date, the unit member shall notify the District no later than 2:00 p.m. of the work day prior to the originally stated date of return and, as soon as possible, provide a physician's statement specifying the revised date of return.

- c. In the event the unit member requests an early return prior to the date originally specified, the District shall make a good faith effort to:
 - (1) Grant this request, or
 - (2) If her position is filled by a contractual substitute, provide temporary assignments as a substitute or on another basis until the originally stated date of return.

H. Military Leave

1. Definition

Military leave shall be granted in accordance with applicable state and federal law to employees performing military duties on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, examination to determine fitness for duty, and performance of funeral honors duty.

In addition, the District will extend the interpretation of "military leave" to cover employees who are members of reserve sheriff, police, or fire departments and who are obligated to serve on active duty during a crisis. This does not apply to personnel who voluntarily serve in the capacities described.

2. Entitlement

a. Salary/Compensation

An employee shall receive one month's salary for any one military leave of absence or in any one fiscal year, under any of the following conditions:

- (1) Active Military Training or Exercises: The employee is granted a temporary military leave of absence to engage in ordered military duty for purposes of active military training, encampment, naval cruises, special exercises, or like activity as a member of the reserve corps or force of the United States Armed Forces, National Guard, or Naval Militia, provided that they have been employed by the district for at least one year immediately prior to the day the military leave begins, and the ordered duty does not exceed 180 days, including time involved in going to and returning from such duty.
- (2) Active Military Duty: The employee is on military leave, other than a temporary military leave, to engage in active military duty as a member of the reserve corps or force of the United States Armed Forces, the National Guard, or the Naval Militia, provided that they has been employed by the district for at least one year immediately prior to the day the military leave begins.
- (3) War or Other Emergency: The employee, however long employed by the district, is a member of the National Guard who is engaged in military or naval duty during a state of

extreme emergency as declared by the Governor, or during such time as the National Guard may be on active duty in situations described in Military and Veterans Code 146, including travel time to and from such duty.

In determining the length of district employment when necessary to determine eligibility for compensation for military leave, all recognized military service performed during and prior to district employment shall be included.

During the period of military leave, an employee may, upon their own request, use any vacation or similar paid leave accrued before the commencement of the military leave. The district shall not require the employee to use such leave.

b. **Benefits**

An employee may elect to continue their health plan coverage during the military leave. The maximum period of coverage for the employee and their dependents shall be either 24 months from the beginning of the leave or until the day after the employee fails to apply for or return to employment, whichever is less.

An employee on military leave may be required to pay the employee cost, if any, of any funded benefit to the extent that other employees on leave are so required.

An employee absent for 30 days or fewer shall not be required to pay more than the employee share for such coverage. An employee absent for 31 days or more may be required to pay not more than

102 percent of the full premium under the plan.

c. Vacation and Sick Leave Accrual

An employee on temporary military leave under the conditions described in item #1 Active Military Training or Exercises, in the section entitled "Salary/ Compensation" above, shall continue to accrue the same vacation, sick leave, and holiday privileges to which they would otherwise be entitled if not absent.

An employee on military leave who is serving in active duty in time of war, national emergency, or United Nations military or police operation shall not accrue sick leave or vacation leave during the period of such leave.

However, an employee who is a National Guard member on active duty as described in item #3 War or Other Emergency, in the section entitled "Salary/ Compensation" above, shall not suffer any loss or diminution of vacation or holiday privileges because of their leave of absence. A unit member hired after January 1, 2017, who is a former active duty member of the Armed Forces of the United States or a former or current member of the California National Guard or a federal reserve component, with a service-connected disability rated at 30 percent or more shall be entitled to paid leave for up to 12 days for the purpose of undergoing medical treatment, including mental health treatment, for his or her service-connected disability, as provided by Education Code section 45191.5.

d. Retirement Plan Service Credit

Retirement plan service credit and vesting shall continue during an employee's military leave as though no break in service had occurred. Payment of employer and employee contributions shall be made in accordance with law for members of the Public Employees' Retirement System.

3. Procedures

An employee who needs to be absent from the district to fulfill their military service shall provide advance written or verbal notice to his or her immediate supervisor, unless the giving of such notice is precluded by military necessity or is otherwise impossible or unreasonable. The District may require the employee to provide a copy of the employee's military orders for the purpose of determining leave entitlements.

4. Return to Service

At the conclusion of the military duty, an employee shall be promptly reinstated in the position held at the beginning of the leave, at the salary to which they would otherwise have been entitled, except under the conditions noted below.

- a. Any employee who performs active military duty in time of war, national emergency, or United Nations military or police operation has a right to return to their position within six months of an honorable discharge or placement on inactive duty. Reinstatement rights shall not be extended to any such employee who fails to return within 12 months after the first date upon which they could terminate or could cause to be terminated their active service.

- b. When an employee has been on military leave for reasons other than war or national emergency, the time frame for reinstatement shall depend on the length of military service as follows:
- (1) For a leave of 30 days or fewer, the employee shall report for duty no later than the beginning of the first full work day following the completion of military service, provided the employee has a period of eight hours to rest following transportation to their residence.
 - (2) For a leave of 31-180 days, the employee shall submit a written or verbal application for reinstatement not later than 14 days after the completion of military service.
 - (3) For a leave of more than 180 days, the employee shall submit a written or verbal application for reinstatement within 90 days after the completion of military service.

In cases where reporting within the periods specified in items #1 and #2 above is impossible or unreasonable through no fault of the employee, they shall report as soon as possible after the expiration of the period.

- c. An employee who is hospitalized for, or convalescing from, an illness or injury incurred in or aggravated during the performance of military service shall report for duty or submit an application for reinstatement at the end of the period that is necessary to recover from such illness or injury, but no more than two years after the completion of military service unless circumstances beyond the employee's control make

reporting within the two-year period impossible or unreasonable.

Upon receiving an application for reinstatement, the District shall reinstate the employee as soon as practicable under the circumstances of their case, but within a time period not to exceed two weeks, unless unusual circumstances exist.

If the employee's previous position has been abolished, they shall be reinstated in a position of like seniority, status, and pay, if such position exists, or to a comparable vacant position for which they are qualified.

An employee failing to apply for reinstatement within the appropriate period does not automatically forfeit their rights, but shall be subject to the District's rules governing unexcused absences.

The District may elect not to reinstate an employee following military leave if any of the following conditions exists:

- a. The district's circumstances have so changed as to make such re-employment impossible or unreasonable, such as a reduction in force that would have included the employee.
- b. The accommodation, training, or effort described in 38 United States Code 4313(a)(3), (a)(4), or (b)(2)(B) would impose an undue hardship on the district as defined in 20 Code of Federal Regulations 1002.5 or 1002.198.
- c. The employee's position was for a brief, nonrecurrent period and there was no reasonable expectation that such employment would continue indefinitely or for a significant period.
- d. The employee's cumulative length of absence and length of all

previous military leave while employed with the district exceeds five years, excluding those training and service obligations specified in 38 USC 4312(c).

- e. The employee was separated from military service with a disqualifying discharge or under other than honorable conditions.

5. Military Spouse/Registered Domestic Partner Leave

An unpaid leave of absence of up to ten days shall be granted at the request of a qualified employee whose spouse/ registered domestic partner is a qualified member of the Armed Forces on leave from deployment from a combat zone during a period of military conflict. The employee requesting the leave must:

- a. Be the spouse/registered domestic partner of a qualified member of the Armed Forces of the United States, National Guard, or Reserves;
- b. Work an average of 20 or more hours per week;
- c. Provide notice to the supervisor of their intention to take the leave no later than two (2) business days after receiving official notice that the employee's spouse/ registered domestic partner will be on leave from deployment, and;
- d. Provide written documentation (i.e. copy of official notice), which certifies that the spouse/registered domestic partner will be on leave from deployment during the period of the employee's requested time off from work.

I. Child Bonding Leave

1. As provided by Education Code section 45196.1, employees shall be entitled to paid parental leave as set forth in this section.
2. For purposes of this section, “parental leave” shall be defined as leave for reason of the birth of the employee’s child, or the placement of a child with the employee for adoption or foster care within (12) month of the birth or placement.
3. Employees shall be entitled to use all current and accumulated sick leave for the parental leave, for a period of up to twelve (12) workweeks.
4. When an employee has exhausted all current and accumulated sick leave and continues to be absent on account of parental (child-bonding) leave under California Family Rights Act (CFRA: Government Code section 12945.2_, they shall be entitled to:
 - a. **For leave that begins prior to June 30, 2023**, employees shall receive substitute differential pay for the remainder of the 12 workweeks. The employee shall be paid no less than 50% of their regular salary for the remaining portion of the 12-workweek period of parental leave. In order to receive substitute differential, pay, the employee must have been employed by the District for at least 12 months, which need not be consecutive.
 - b. **For leave that begins on or after June 30, 2023**, employees shall receive 50% of their regular salary for the remainder of the 12 workweeks. In order to receive 50%, pay, the employee must have been employed by the District for at least 12 months, which need not

be consecutive.

5. Any leave taken under this section shall count against any entitlement to child-bonding leave under the California Family Rights Act. The aggregate amount of leave taken under this section and CFRA shall not exceed twelve (12) workweeks in any twelve (12) month period.
6. An employee shall not be entitled to more than (1) twelve (12) week period for parental leave in any twelve (12) month period. If both parents work for the District, each is entitled to twelve (12) workweeks of leave for the birth or placement for adoption of foster care of a child.
7. Leave under this section shall be in addition to any leave taken for pregnancy or childbirth-related disability.
8. An employee shall give at least (30) calendar days' notice of the birth of a child and intent to take parental leave under this section. Leave shall be taken in increments of at least two (2) weeks' duration except on two (2) occasions. Leave under this section must be completed within twelve (12) month of the birth of the child or placement for adoption or foster care.
9. Eligible Employees who claim Family Temporary Disability Insurance pursuant to Senate Bill 951, Section 3301 of the Unemployment Insurance Code, shall also be eligible for child bonding leave under this section, and the two leaves shall not run concurrently.

J. Unpaid Leave

1. Definition

A unit member may, in the sole discretion of the District, and without creating

precedent, be granted an unpaid leave of absence for reasons satisfactory to the District and not enumerated elsewhere in this Article. Such reasons may include leave for child rearing, for study in pursuit of educational improvement and advancement, and for health purposes. Leaves of absence under this Section shall not be granted for the purpose of accepting other employment, unless disclosed to and approved by the Board of Education.

2. Entitlement

A unit member may be granted a leave of absence under this Section for a period not to exceed one year.

3. Procedure

The unit member seeking a leave of absence under this Section shall submit a request to the Superintendent or their designee, including the reasons and any supporting information related thereto, and the duration of the requested leave.

All requests for leaves of five (5) working days or less shall be submitted at least five (5) working days in advance of the proposed commencement of the leave, or as soon after such notice date as possible, and may be granted or denied by the Superintendent or their designee, whose decision shall be final.

All requests for leaves in excess of five (5) working days shall be submitted at least eleven (11) working days prior to the regular Board meeting occurring before the proposed commencement of the leave, and may be granted or denied by the Board of Education, whose decision will be final.

K. Family Care Leave

1. Definition

The District shall grant unpaid family care and medical leave (“FCML”) to eligible employees in accordance with the California Family Rights Act of 1991 (CFRA) (Government Code section 12945.2) and the Federal Family and Medical Leave Act of 1993 (FMLA) (29 U.S.C. section 2611, et seq.). A unit member is eligible to take FCML if employed by the District for at least one year prior to taking the leave, and has actually worked 1,250 hours in the 12-month period prior to taking leave. FCML is defined as leave granted for the following reasons:

- a. Because of the birth of a child of the employee or placement of a child with the employee in connection with the adoption or foster care of the child by the employee.
- b. To care for the employee's family member (as defined below) with a serious health condition.
- c. Because of the employee's own serious health condition as defined by FMLA and CFRA. However, for purposes of leave under the California Family Rights Act (CFRA), this does not include leave taken for disability on account of pregnancy, childbirth, or related medical conditions.
- d. To care for the employee’s parent, spouse, child, or next of kin who suffered a serious injury or illness in the line of duty on active duty in the Armed Forces in support of a contingency operation (FMLA leave only).

- e. Because of a qualifying exigency resulting from a parent, spouse, or child being called into active duty in the Armed Forces in support of a contingency operation (FMLA leave only); or a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code (CFRA leave only).
- f. "Family member" under FMLA is defined to include: spouse, parent, child under 18 years old, or child 18 years or older and incapable of self-care because of a mental or physical disability.
- g. "Family member" under CFRA is defined to include: spouse, parent, child (including adult child regardless of disability), grandparent, grandchild, sibling, registered domestic partner, and designated person.
- h. Under CFRA, "child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Under FMLA, a child is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or an adult incapable of self-care because of a mental or physical disability. Where leave is taken under either military-service-related reason, the definition of an employee's child includes adult children.
- i. Under CFRA, "parent" means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or another person

who stood in loco parentis to the employee when the employee was a child. Under FMLA, a parent is a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

- j. Under CFRA, a “designated person” means any individual related by blood or Employees are limited to one designated person per 12-month period. “Instructional employee” means an employee whose principal function is to teach; instructional employees include athletic coaches, driving instructors, special education assistants, and signers for the hearing impaired. The term does not include teacher assistants or aides, counselors, psychologist, curriculum specialist, or other primarily noninstructional employees. (29 CFR section 825.600)

2. Leave Entitlement

- a. The eligible unit member shall be entitled to a total of twelve (12) workweeks of unpaid leave in any twelve (12)-month period. The twelve (12) months period is measured forward from the date the unit member’s first family care and medical leave begins.
- b. This unpaid leave may be utilized after other appropriate paid leaves have expired; such as, accrued vacation, personal necessity leave and accrued sick leave (for the employee’s own serious medical condition).
- c. When the reason for taking leave is a qualifying reason under both CFRA and FMLA, such leaves shall run concurrently.

Eligible Employees who claim Family Temporary Disability Insurance pursuant to Senate Bill 951, Section 3301 of the Unemployment Insurance Code, shall also be eligible CFRA leave under this section, and the two leaves shall not run concurrently.

- d. Intermittent Leave/Reduced Leave Schedule: Leave related to the serious health condition of the employee or their child, parent, spouse, or registered domestic partner may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious medical condition.

If an employee needs intermittent leave or leave on a reduced work schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be required to transfer temporarily to an available alternative position. This alternative position must have equivalent pay and benefits, the employee must be qualified for the position, and the position must better accommodate recurring periods of leave than the employee's regular job. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced leave schedule.

3. Procedure

- a. If the unit member's need for leave is foreseeable, the employee shall provide the district with reasonable advance notice for the leave. If

an employee's need for leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption of district operations. This scheduling shall be subject to the health care provider's approval.

- b. The unit member shall submit a written request for FCML on the correct district form to their supervisor, who shall forward it immediately to Human Resources in order to expedite finding a substitute, if required.
- c. A request by an employee for family care and medical leave for their serious health condition, or to care for a family member with a serious health condition, shall be supported by a certification from the health care provider of the employee or such other person as applicable. The certification shall include the following:
 - (1) The date on which the serious health condition began
 - (2) The probable duration of the condition
 - (3) If the employee is requesting leave to care for a child, parent, spouse, registered domestic partner, or child of a registered domestic partner with a serious health condition, the health care provider's certification of the estimated amount of time the health care provider believes the employee needs to care for the child, parent, spouse, registered domestic partner, or child of the registered domestic partner; and a statement that the serious health condition warrants the participation of a

family member to provide care during a period of the treatment or supervision of the child, parent, spouse, registered domestic partner, or child of a registered domestic partner

- (4) If the employee is requesting leave because of their own serious health condition, a statement that due to the serious health condition, they are unable to work at all or to perform one or more essential functions of their job
- (5) If the employee is requesting leave for intermittent treatment or is requesting leave on a reduced leave schedule for planned medical treatment, a statement of the medical necessity for the leave, the dates on which treatment is expected to be given, the duration of such treatment, and the expected duration of the leave

If the district doubts the validity of a certification that accompanies a request for leave, the employee may be required to obtain a second opinion from a district-approved health care provider, at district expense. If the second opinion is contrary to the first, the employee may be required to obtain a third medical opinion from a third health care provider approved by both the employee and the district, again at district expense. The opinion of the third health care provider shall be final and binding.

If additional leave is needed when the time estimated by the health care provider expires, the district may require the employee to provide recertification in the manner specified in items #1-5 above.

4. Rights to Reinstatement and Maintenance of Benefits
 - a. Upon granting an employee's request for family care and medical leave, the District shall guarantee to reinstate the employee in the same or a comparable position when the leave ends. An employee who takes leave has no greater right to reinstatement than if they had been continuously employed during the leave period. If the district reduces its work force during the leave period and the employee is laid off for legitimate reasons at that time or if the employee is terminated for reasons unrelated to the leave, they are not entitled to reinstatement, provided the district has no continuing obligations under a collective bargaining agreement or otherwise.
 - b. During the FCML leave period, the employee shall retain employee status with the District, and the leave shall not constitute a break in service for purposes of longevity, seniority, or any employee benefit plan eligibility. A unit member taking this leave shall continue to be eligible to participate in health plans, pension and retirement plans, and other benefit plans to the same extent and under the same conditions as apply to any unpaid leave; with the exception that for a period of twelve weeks, the District shall continue to provide an eligible employee on family care and medical leave the group health plan coverage that was in place before they took the leave. Any contribution made by the unit member to health benefit premiums will still be the responsibility of the unit member. The employee shall reimburse the district for premiums paid during the family care and

medical leave if they fails to return to district employment after the expiration of the leave and the failure is for any reason other than the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond their control.

5. Return to Service

- a. Unit members who are on long-term FCML shall notify the District of their intention to return at least ten (10) days prior to their return to service or the expiration of the leave.
- b. Unit members whose FCML expires at the end of the school year shall notify the District of their intention to return no later than June 30 of that school year.
- c. As a condition of returning to work for a unit member who has taken leave due to their serious health condition, the District will require certification from a health care provider that the unit member is fit for duty.

6. Service Member Family Leave

- a. The district shall grant up to a total of 26 work weeks of leave during a single 12-month period to an employee to care for a covered service member who is their spouse, child, parent, or next of kin.

Covered service member means a member of the Armed Forces, including a member of the National Guard or Reserves, who has suffered a serious injury or illness and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for that injury or

illness.

Next of kin means the nearest blood relative to that individual.

Outpatient status means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Serious injury or illness means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

- b. The employee shall provide reasonable and practicable notice of the need for the leave when the necessity for the leave is foreseeable.
- c. The leave can be taken intermittently or on a reduced schedule when medically necessary. An employee taking service member leave in combination with other leaves pursuant to this regulation shall be entitled to a combined total of 26 work weeks of leave during a single 12-month period. When both spouses work for the district and both wish to take such leave, the spouses are limited to a maximum combined total of 26 work weeks during a single 12-month period.
- d. During the period of service member leave, the district shall require the employee to use their accrued vacation leave, other accrued time off, and any other paid or unpaid time off negotiated with the district.

L. Catastrophic Sick Leave Donation Plan

1. Definition

Catastrophic illness or injury shall be defined as any illness or injury that incapacitates a unit member or a member of the unit member's family, as defined in Article XI.A.10, for over ten (10) consecutive duty days which requires the unit member to take time off work. A unit member who qualifies for a catastrophic injury or illness leave may not draw upon such leave until exhaustion of all fully paid leave.

2. Days of Entitlement

- a. A unit member may donate up to forty (40) hours of sick leave per year to a catastrophic leave plan subject to the terms and provisions of this section. Sick leave which is donated under this section shall be deducted from the accrued sick leave authorized under Article XI.B.
- b. Only a permanent unit member, who, as a result of a catastrophic illness or injury, as defined above, has exhausted all fully paid leave entitlement, may request and utilize the leave provided. No such leave may be drawn for an injury or illness which arises out of employment.
- c. In the event that the unit member has exhausted all fully paid sick leave during the catastrophic event, the donated time will apply immediately after exhaustion of such sick leave.

3. Procedure

- a. Unit members wishing to solicit donations of sick leave shall provide

the Associate Superintendent of Human Resources with a written request to participate in the program. The request shall include a description of the injury or illness necessitating the request and probable length of absence from work. Family members or association representatives may draft a request in cases where injury or illness prevents the unit member from completing a request. The above information shall be confidential in nature and for human resources department use only.

- b. The District shall publish and post a request for donation notice at each District work site. The notice shall specify a window period for receipt of donations of fifteen (15) work days from the date the notice is published. The notice shall include the name of the requesting unit member and work site. The nature of the injury or illness will be provided if written authorization is received directly from the unit member and/or family representative.
- c. Unit members may donate up to a maximum equivalent of forty (40) hours of sick leave per year. Unit members may not donate sick leave if, as a result of the donation, their balance of accumulated sick leave falls below sixty (60) hours. Donations of sick leave shall be submitted to the District Human Resources department on a form provided by the District (Appendix F). Donated sick leave shall be converted for utilization on a day-to-day basis, meaning the recipient shall be paid at their regular rate of pay. Each case will be determined on a year-to-year basis, terminating at the end of each

year. The District shall provide employees donating leave with a verification of sick leave days transferred to the requesting unit member. Unused donation days will be returned to the donor.

d. Unit members receiving donations shall be limited to a maximum of three (3) months within one school year or per catastrophic event. Donated sick leave shall be deducted one day at a time from each participating CSEA bargaining unit donor, rotating through each in alphabetical order, starting at the beginning of the alphabet in odd years and the end of the alphabet in even years, until the designated sick leave has been depleted.

ARTICLE XIII
VACATIONS

A. Vacations

1. Entitlement

Unit members shall be eligible for an annual vacation, paid at the regular rate of pay earned at the time the vacation is commenced. Unit members, however, shall not be entitled to use earned vacation until completion of the initial six months of probationary employment.

A unit member's individual date of hire shall be used for the purpose of computing vacation time. Entitlement to annual vacation time is earned according to the following schedule:

Year of Employment	Vacation Days Earned Per Month on Paid Status	Vacation Earned Per Year			
		12 Month Employee	11 Month Employee	10 Month Employee	9 Month Employee
1-5	1.25	15.00	13.75	12.50	11.25
6- 10	1.50	18.00	16.50	15.00	13.50
11+	1.833	22.00	20.17	18.33	16.50

Note: Table refers to a full-time employee. See appendix N for pro-ration in hours.

2. Procedures

- a. Vacation time earned during any fiscal year (July 1 to June 30) must be taken by the end of the next fiscal year unless the District requests otherwise or agrees to a specific request from a unit member. Vacation time may not be accumulated from year to year, nor may a unit member be paid in lieu of vacation time. However, when a unit member is requested by the District to remain on duty because of an unforeseen emergency or condition that could affect

the welfare of the District's operation or when the District agrees to a specific request from a unit member, a unit member may accumulate their amount of unused vacation for use in the next fiscal year. This carry-over shall not remain accumulated beyond two years

- b. **Effective July 1, 2023**, when a classified employee separates from the District, the employee shall be entitled to lump sum compensation for all earned and unused vacation, accumulated according to the rules set herein (not to exceed two (2) years), at the employee's regular rate of pay, except that employees who have not completed their probationary period shall not be entitled to such compensation.

3. Accrual and usage

- a. Vacation shall accrue at the rate of one day or 8 hours for each month of service for full time unit members, including summer school. Members working less than eight (8) hours per day shall accrue the same numbers of days in the proportion to the number of regular assigned hours. In order to keep the unit member informed of accrued vacation, the District shall:
 - 1) send written notice of accumulated vacation to each employee before November and in March of each year; and
 - 2) require employees who are in jeopardy of exceeding the maximum allowed carry-over to use vacation prior to the end of

their employee work year so that their vacation accumulation will be no larger than the allowable carry-over amount.

- b. Vacation schedules shall be approved by the immediate supervisor or department head within five (5) days of submission. The District shall attempt to schedule vacations at times convenient to the unit member in a manner consistent with the needs of the District, and mutually agreed upon with the unit member whenever possible. Unit members who are not required to work during pupil free days, such as the Thanksgiving, Winter Break and Spring recesses, shall take their vacation during that time. Vacation may be used during non-mandatory professional development days at the unit member's request.
- c. Approved holidays that fall during unit member's vacation shall not be charged against an employee's vacation time. In the event that one or more holidays fall within a scheduled vacation period, such days shall not count as a vacation day.

ARTICLE XVI
SALARIES AND HEALTH BENEFITS

A. Salary Adjustments

1. The classified bargaining unit shall receive a 1% off-schedule bonus payment for the 2023-2024 school year.
2. The classified salary schedule shall be increased by 3.5% retroactive to July 1, 2024.
3. The employee contribution for Health and Welfare will maintain the status quo for the 2024-25 benefit year.

B. Salary Procedures

1. Initial Placement on Salary Schedule

All new unit members shall be appointed at the hiring rate for their classification, which shall be the first step of the schedule.

A. Under special circumstances (such as a shortage of qualified, acceptable candidates and/or a need for special skills or training) and when the previous experience and salary of a new unit member so warrants, as determined by the supervising administration, the hiring rate for a new unit member may be advanced beyond the entry level step of the salary range with the agreement of the president of CSEA and one other CSEA designee, and with the final approval of the Superintendent and the Board of Education.

b. A newly employed unit member may not be initially hired at a rate that is above the fourth step of the appropriate salary range.

2. Step Advancement

Unit members shall receive their first salary step advancement at the successful conclusion of their six (6) month probationary period in the classification, which date shall be deemed their anniversary date. For each subsequent full year of service, commencing with the first day of the pay period nearest to the anniversary date, they shall advance one step, until they reach the maximum on the schedule.

3. Salary Advancement Due to College Credits: Preschool Developmental Aides

In accordance with Senate Bill 230 (EC8360), the District shall increase the base salary for Preschool Developmental Aides who have completed college course units in childhood education or child development at an accredited U.S. college or university, with a passing grade of “C” or better, according to the following schedule:

12 semester units	2% salary adjustment
18 semester units	4% salary adjustment
24 semester units	6% salary adjustment
30 semester units	8% salary adjustment

For the initial implementation of this section, and for initial employment, unit members may receive credit for a maximum of six semester units or for the number of semester units completed within the immediate prior year.

Salary adjustment for completed units shall begin the first of the month following submission of official college transcripts to the classified personnel office. If such transcripts are delivered to classified personnel after the fifteenth of a month, the salary adjustment shall be effective on the first of

the second month following submission.

4. Salary Advancement for Formal Food Service Training: Food Service Worker, Food Service Manager, Assistant Food Service Manager, Food Service Field Manager/Trainer

The District shall increase the base salary for Food Service Workers, Food Service Managers, and Assistant Food Service Managers who have completed formal Food Service training subject to approval by the Associate Superintendent, Human Resources and/or designee.

Unit members may advance on the Food Service Professional Growth Salary Schedule upon presentation of proof of formal training subject to approval by the Associate Superintendent, Human Resources and/or designee.

Salary adjustment for formal training shall begin the first of the month following submission of documentation of formal training to the classified human resources office. If such documentation is delivered to the classified human resources office after the fifteenth of a month, the salary adjustment shall be effective on the first of the second month following submission.

a. Food Service Workers – Food Service Related Formal Training

Level I	10 hours of formal training	2% salary adjustment
Level II	30 hours of formal training	4% salary adjustment
Level III	60 hours of formal training (training can be part of degree work)	6% salary adjustment
Level IV	90 hours of formal training (training can be part of degree work)	8% salary adjustment

To maintain placement on the Food Service Professional Growth Salary Schedule, Food Service Workers must complete fifteen (15)

hours of continuing education every three years.

b. Food Service Managers and Assistant Food Service Managers –
Food Service Related Formal Training

Level I	70 hours of formal training	5% salary adjustment
Level II	110 hours of formal training	7.5% salary adjustment
Level III	AA Degree or 60 semester credits from a college or university, including courses in nutrition, dietetics, food systems management, business administration or related area — 150 hours of formal training (training can be part of degree work)	10% salary adjustment
Level IV	Baccalaureate Degree, including courses in nutrition, dietetics, food systems management, business administration or related area — 190 hours of formal training (training can be part of degree work)	12.5% salary adjustment

To maintain placement on the Food Service Professional Growth Salary Schedule, Food Service Managers and Assistant Food Service Managers must complete thirty (30) hours of continuing education every three years.

5. Salary Placement Upon Reemployment

A unit member who had attained permanent employment status and is reemployed within thirty-nine (39) months after termination to a permanent position in their former classification shall be placed on the same salary step that was held at the time of resignation. The salary placement for such unit members reemployed in a related lower class or another class shall be at a step which is closest to, but lower than, the salary step level at the time of resignation, not to exceed the maximum salary of the class to which they are assigned.

6. Placement After Leave of Absence

Upon a return from a leave of absence, the unit member shall resume the step placement and advancement on the range as if the leave had not been taken; however, unpaid leave time shall not be counted for step-advancement purposes, and the salary anniversary date shall be adjusted.

7. Promotional Increases

Upon promotion to a higher paid classification, a unit member shall be placed at a step in the new class range which will ensure at least a one-step (approximately 5%) increase above the unit member's previous rate. Additional step advancement will be at the beginning of the seventh month in the new classification, and at one-year intervals thereafter, until the maximum is achieved. For the purpose of this rule, appointment of a unit member to a class with a salary range equal to or below their current range shall not be considered a promotion and shall not warrant a salary increase. In such cases, placement will be made on the same rate formerly earned by the unit member, not to exceed the maximum of the range of the class to which they are appointed.

8. Placement When Demoted

A unit member who accepts a voluntary demotion shall be placed on the step of the range of the lower class which is closest to the rate earned in the previous higher class, provided that they shall not receive a salary increase thereby. The unit member shall retain the anniversary date established in the higher class.

9. Uniforms and Tools

Unit members shall be provided such required uniforms and tools as

allowed under applicable District policies and regulations. MOT, custodial and warehouse employees will wear uniforms, with employees' involvement in uniform selection. The cost of the purchase, lease or rental of uniforms, equipment, identification badges, emblems, and cards required by the district shall be borne by the District. The District will take the responsibility of ensuring compliance with agreement.

10. Mileage, Lodging, and Meal Reimbursement

Unit members shall be afforded such mileage, lodging, and meal reimbursements as are provided under applicable District policies and regulations.

C. General Rules and Procedures Regarding Health Benefits

1. All unit members working four (4) or more hours shall be required to enroll in one of the medical programs or supply the District with written proof of outside coverage.
2. Eligible unit members additionally have the option of enrolling in District dental and/or vision plans.
3. Currently existing designation of a medical program shall continue in effect unless changed during an open enrollment period mutually agreed upon by the Association, District, and the carrier, but changes solely in the designation of dependent coverage shall be permissible in a manner prescribed by the unit member's existing carrier.
4. The District shall take immediate action to provide equivalent or substantially equivalent replacement programs should any program be terminated by a carrier during the term of this Agreement, subject to

subsequent negotiations with the Association.

5. Unit members who work a complete school year shall be covered by the applicable plans effective through the last day of September.
6. If the unit member terminates on or before the fifteenth of the month, the insurance coverage will terminate at the end of the month. If the unit member terminates after the fifteenth, the insurance coverage will terminate at the end of the following month. If the unit member terminates at the end of the school year, their insurance coverage terminates as of September 30 of that calendar year.
7. If the unit member is employed on or prior to the fifteenth of the month, their insurance coverage will begin the second month.
8. The District's obligations under this Article are limited to the payment of the above-indicated sums.
 - a. All terms and conditions of the various programs available pursuant to this Article are to be determined by the carriers' respective plans.
 - b. All disputes concerning such matters are to be resolved between the carrier and the unit member and are not subject to the grievance and arbitration procedures of this Agreement.

D. Longevity Increments

Longevity increments shall be granted upon completion of the following years of service in the district: 15 years, 20 years, 25 years, and 30 years. (See Appendix B – Classified Salary Schedule)

Unit members working less than full-time assignments shall receive a longevity increment in the proportion their regularly assigned time bears to full-time

employment. Hereafter as of 2001-2002 subject to salary increase percentage.

Years of service in the District is defined as years of actual full-time service with the District. A complete year of service will be accepted when, in any one school year, a unit member serves at least seventy-five percent (75%) of the number of days of the unit member's regular work year.

E. State Disability Insurance

Effective September 1, 1988, each unit member will be provided with State Disability Insurance (SDI) at employee expense.

ARTICLE XV
SAFETY CONDITIONS

A. District

1. The District shall provide a place of employment that is as safe as the nature of the employment, assigned duties, available personnel, facilities, and finances reasonably permit.
2. Upon notification, the District shall make reasonable efforts to investigate, eliminate, and/or correct any reported unsafe or unhealthful conditions in an expeditious manner, as far as resources permit.

B. Unit Members

1. A unit member shall notify the site administrator of any existing or potentially unsafe or unhealthful condition that comes to their attention.
2. A unit member shall not be required to perform duties under conditions that:
 - a. pose an immediate threat of serious bodily harm,
 - b. pose a substantial health, and/or
 - c. cannot be remedied through reasonable action of the unit member.
3. A unit member shall perform duties as outlined in the District Emergency Procedures Handbook in cases of emergency.

C. Safety Committee Procedures

1. After a reasonable amount of time, unresolved health and/or safety concerns shall be reported to the School Safety Committee, which shall include at least one (1) unit member.
2. The School Safety Committee shall: (a) review the concerns and (b) submit recommendations, as appropriate, to the District Safety Committee, as outlined in Board Policy.
3. The District Safety Committee shall report to the Superintendent, at least once annually (or more often as necessary), regarding unresolved health and/or safety concerns and recommended solutions.
4. The Superintendent shall report to the Board of Education at least once annually concerning the unresolved health and/or safety issues and recommendations presented by the District Safety Committee.
5. The Board of Education shall consider the recommendations of the District Safety Committee when setting budget priorities for the coming school year.

D. Personal Property Damage

The Board of Education does not authorize payment for the reimbursement of employee personal property that may be stolen or intentionally destroyed or damaged while being used for work related purposes. See BP 4156.3

ARTICLE XVI
SEPARABILITY AND SAVINGS

- A. If any provision of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by my tribunal of competent jurisdiction pending a final determination as to its validity, the remainder of this Agreement, or the application of such provision as to persons or circumstances other than those to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

- B. When any such decision or change in law becomes final, the parties hereto, upon request by either one, shall thereafter meet within (10) working days and renegotiate regarding the provisions affected.

ARTICLE XVII
ENTIRE AGREEMENT

- A. It is understood that the specific provisions contained in this Agreement shall prevail over present and past District practices, procedures, and regulations and that such practices, procedures, and regulations that are not expressly and explicitly stated in this Agreement are discretionary to the District, except as specified in Section D below.
- B. In the event of conflict between the terms of this Agreement and any Board policies, procedures, or individual contracts of employment, the terms of this Agreement shall prevail.
- C. The Association and the District agree that this Agreement is intended to cover all matters relating to wages, hours and all other terms and conditions of employment.
- D. This article is not intended to permit the District to make changes (in violation of the Rodda Act) to past benefits or practices not contained in this Agreement which are within the mandatory scope of bargaining.

ARTICLE XIX
DURATION AND RENEGOTIATION

- A. This Agreement shall become effective July 1, 2024 upon adoption by the Board of Education (the “Board”).
- B. The salary and benefit provisions are, pursuant to their terms, effective per annual agreement, and any salary and benefit payments that are or were not made on a timely basis due to the date of adoption of this Agreement shall be made retroactively by the District as soon as practicable.
- C. All articles of this Agreement may be opened by either party for the purposes of negotiating a successor agreement.
- D. At the request of either party, the Salaries and Health and Welfare articles shall be reopened for the 25/26 and 26/27 school years. CSEA and the District may each reopen up to two other articles. Upon mutual agreement, additional articles may be reopened during reopener negotiations.
- E. This Agreement shall remain in full force and effect up to and including June 30, 2027.

APPENDIX

- A. California Code, Education Code - EDC § 45103.1.
- B. Listing of Classified Salary Ranges
- C. Classified Salary Schedule
- D. Preschool Developmental Aide Professional Growth Schedule
- E. Food Service Positions Professional Growth Schedule
- F. Classified Personnel Evaluation
- G. Catastrophic Leave Plan
- H. MTA Salary Formula Language (MTA Article XX-A, Sections 1-2)

California Code, Education Code - EDC § 45103.1.

(a) Notwithstanding any other provision of this chapter, personal services contracting for all services currently or customarily performed by classified school employees to achieve cost savings is permissible, unless otherwise prohibited, when all the following conditions are met:

(1) The governing board or contracting agency clearly demonstrates that the proposed contract will result in actual overall cost savings to the school district, provided that:

(A) In comparing costs, there shall be included the school district's additional cost of providing the same service as proposed by a contractor. These additional costs shall include the salaries and benefits of additional staff that would be needed and the cost of additional space, equipment, and materials needed to perform the function.

(B) In comparing costs, there shall not be included the school district's indirect overhead costs unless these costs can be attributed solely to the function in question and would not exist if that function was not performed by the school district. Indirect overhead costs shall mean the pro rata share of existing administrative salaries and benefits, rent, equipment costs, utilities, and materials.

(C) In comparing costs, there shall be included in the cost of a contractor providing a service any continuing school district costs that would be directly associated with the contracted function. These continuing school district costs shall include, but not be limited to, those for inspection, supervision, and monitoring.

(2) Proposals to contract out work shall not be approved solely on the basis that savings will result from lower contractor pay rates or benefits. Proposals to contract out work shall be eligible for approval if the contractor's wages are at the industry's level and do not undercut school district pay rates.

(3) The contract does not cause the displacement of school district employees. The term "displacement" includes layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same classification and general location or employment with the contractor, so long as wages and benefits are comparable to those paid by the school district.

(4) The savings shall be large enough to ensure that they will not be eliminated by private sector and district cost fluctuations that could normally be expected during the contracting period.

(5) The amount of savings clearly justify the size and duration of the contracting agreement.

(6) The contract is awarded through a publicized, competitive bidding process.

(7) The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards.

(8) The potential for future economic risk to the school district from potential contractor rate increases is minimal.

(9) The contract is with a firm. A "firm" means a corporation, limited liability company, partnership, nonprofit organization, or sole proprietorship.

(10) The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the school district.

(b) Notwithstanding any other provision of this chapter, personal services contracting shall also be permissible when any of the following conditions can be met:

(1) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.

(2) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.

(3) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.

(4) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.

(5) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.

(6) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.

(7) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

(c) This section shall apply to all school districts, including districts that have adopted the merit system.

(d) This section shall apply to personal service contracts entered into after January 1, 2003. This section shall not apply to the renewal of personal services contracts subsequent to January 1, 2003, where the contract was entered into before January 1, 2003, irrespective of whether the contract is renewed or rebid with the existing contractor or with a new contractor.

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MTA SALARY FORMULA LANGUAGE

ARTICLE XX

TOTAL COMPENSATION FORMULA

A. Salary Compensation

The Monrovia Unified School District (“District”) and the Monrovia Teachers Association (“MTA”), in a covenant of openness and trust, have a mutual interest in providing a timely, well defined, equitable, collaborative, and interdependent decision-making process, which provides competitive wages, salary and benefit packages to our employees within the constraints of available resources. This can be achieved through the use of mutually-agreed upon objective criteria, with the goal of maintaining salaries at the third (3rd) quartile among a sample of comparable school districts. The District and Association recognize that employee compensation is an integral part of the budget and have a mutual interest in establishing a budget development process that includes input from stakeholders. The District will establish an on-going Budget Advisory Committee to give input into the budgeting process (both in good times and in bad) with representatives from MTA, CSEA and District negotiations members and all other unrepresented employee groups. This Budget Advisory Committee will schedule meetings in October, March and May of every school year.

1. Structure of the Fair Share Formula

The agreed upon formula deals with cost increases in total compensation, defined as the salary schedule increases, step and column cost increases and health and welfare benefit cost increases. All “new revenue” shall be subject to the distribution calculation described herein. “New revenue” will be defined as new, ongoing, unrestricted money received from the state and/or federal government defined as the year-to-year change, including COLA, deficit reduction and equalization, or any change in base revenue limit funding. The parties intend that the agreed upon percentage of “new revenue” shall be applied to bargaining unit compensation.

Step one: The process of calculating the fair share formula will begin when both the current year Adopted State Budget and prior year unaudited actuals become available. (Sometime in September/October.) The parties will first review and agree on the amount of “new revenue” actually received from the state. The amount is determined by calculating the actual funded increase in the base revenue limit between the prior year and the current year multiplied by the funded ADA for the current year.

Step two: The parties agree that the percentage of “new revenue”, from step one above, shall be dedicated to Monrovia Teachers Association (MTA) bargaining unit compensation. That percentage shall be prior year MTA compensation (salary and benefits) expressed as a percentage of the applicable total restricted and unrestricted programs as defined in Appendix A. The parties agree to discuss any major changes in funding or staffing where either side considers the generated baseline percentage to be unfair or unworkable. That percentage shall be used and applied to the available unrestricted dollars as defined above to compute the dollars available for compensation increases for the teachers’ bargaining unit for each year of the duration of this agreement.

Step three: The cost of step and column for the current year, calculated by moving all eligible unit members down and across the schedule, shall be compared to the cost of step and column for the

previous year. The net change in step and column cost shall be added to or deducted from the “new revenue” computed in Step One.

Step four: Any change in the cost of health benefits from the prior year to the current year will then be computed. The net change of the MTA portion will be added to or deducted from the new revenues computed in Step Two. Health benefit plans will be negotiated subject to the recommendations of the District’s insurance committee represented by all employee groups. It is the intent of the District and MTA Negotiating teams to provide health benefit coverage to all eligible employees and to share the cost of benefit increases between employees and the District. At the time of implementation of this Total Compensation Formula (Salary plus Benefits) the teams agree to meet to determine the amount of the District contribution and how to divide the total compensation between salary and benefits (i.e. higher salary with higher out of pocket costs for benefits vs. lower salary with lower out of pocket costs for benefits).

Step five: The remaining net dollars available for salary compensation shall be divided by the cost of a 1% increase. If the resulting percentage results in a positive increase, the resulting percentage (rounded to the nearest hundredth of a percent) will be added to the salary schedule as an across the board salary increase. Any increase in salary would be paid retroactive to the beginning of the fiscal school year. The MTA certificated bargaining unit may, however, request that the dollars be applied to the salary schedule in a different manner, such as stipends or other incentives, or other items of mutual interest, and the District will cooperate in making such adjustments. In no event will the bargaining unit member’s salary schedule be automatically reduced in the event that the percentage due is negative. If this formula yields a negative amount, the teams agree to suspend the formula and will meet to continue discussions.

Step six: The results of Step five will be incorporated in the District’s preliminary three year budget projection per AB1200. In the event this does not result in a balanced three-year budget projection, the parties agree to further negotiations to develop options for resolving the budget deficit.

2. Additional Considerations

- a. In the event that new one-time, unrestricted state or federal money becomes available, the parties agree to meet and discuss the intent of these monies and mutually agree if they should be applied to the total compensation formula in a one-time manner and not be applied to the salary schedule.
- b. In the interest of attracting and retaining quality staff with a goal of remaining at the 3rd quartile with comparable districts, a comparability study will be conducted every three years using a teacher salary scattergram to compare total compensation (salary and benefits). If the results show that the District is not at the 3rd quartile goal, the teams will meet and develop a plan to meet that goal. Teams will develop a list of at least 15 comparable-sized districts in Los Angeles County.
- c. Appendix A – The purpose of this appendix is to define the current sources of school funding applicable to MTA compensation.
- d. In the event of major changes to the structure or sources of school funding, both parties agree to meet and update this Appendix A to reflect current funding realities in a way that honors the intent of this formula.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

13. 24/25-3101 - PROPOSED RENEWAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE MONROVIA TEACHERS ASSOCIATION (MTA) AND THE MONROVIA UNIFIED SCHOOL DISTRICT.

RECOMMENDATION

The Board of Education is requested to ratify a collective bargaining agreement between the Monrovia Teachers Association (MTA) and the Monrovia Unified School District for the period of July 1, 2024 through June 30, 2027.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond_____.

Rationale:

The collective bargaining agreement is renewed every three years. The agreement expired June 30, 2024, and is being presented to the Board for review, including all contract language adjustments that were made and ratified by MTA Members. Government Code 3547.5 requires school districts to disclose proposed settlements to the public at least ten (10) days prior to governing board action on the settlement. This agenda item fulfills that mandate.

Background:

Articles that were updated and or modified during the 24/25 school year were voted on by MTA members and presented to the Board for approval on June 11, 2025. It is now appropriate for the Board of Education to take official action to approve the contractual agreement.

Budget Implication (\$ Amount):

Legal References:

Additional Information:

ATTACHMENTS

[MTA CBA 2024 - 2027 \(1\).pdf](#)

AGREEMENT

between

MONROVIA UNIFIED SCHOOL DISTRICT

and

MONROVIA TEACHERS ASSOCIATION

CTA/NEA

JULY 1, 2024

TO

JUNE 30, 2027

Monrovia Unified School District

325 East Huntington Drive

Monrovia, California 91016



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ARTICLE I - AGREEMENT

The AGREEMENT is made and entered into this 1st day of July 1, 2024, by and between the MONROVIA UNIFIED SCHOOL DISTRICT (herein designated as the "District"), and the MONROVIA TEACHERS ASSOCIATION / CALIFORNIA TEACHERS ASSOCIATION / NATIONAL EDUCATION ASSOCIATION (hereinafter designated as the "Association").

ARTICLE II - RECOGNITION

For the terms of this Agreement, the District recognizes the Association as the exclusive representative for the following certificated unit of employees:

Included: All regular contract certificated personnel, including the following designations and groupings of jobs and positions; contract classroom teacher Pre-K through 12 temporary contract employee, part-time contract employee, Speech Language Pathologist, District Health Coordinator, Counselor, Social Worker, Home Teacher (who served seventy-five percent (75%) of previous school year), Adult Education Personnel and CTE teachers (teaching ten (10) or more hours weekly), Long Term Substitutes (who serve seventy-five (75%) of previous school year in one (1) assignment), and teacher on special assignment (TOSA).

Excluded: Management, supervisory and confidential employees as defined by the EERA Employee/Employer Relations Act), such as Superintendent, Deputy, Associate/Assistant Superintendent, Senior Director, Dean, Principal, Associate/Assistant Principal, School Psychologist; all classified personnel and other non-certificated personnel, Early Retirement teaching personnel, Teacher Intern, student teacher, casual or limited term personnel such as day to day substitute, hourly adult education personnel teaching less than ten (10) hours weekly, and substitute and home teacher who serve less than seventy-five percent (75%) of the school year.

The Association agrees that this represents the appropriate unit and that it will not seek by any means, including but not limited to any PERB (Public Employee Relations Board) proceedings, to amend or change in any way the unit described herein for the duration of this Agreement. However, the Association shall have the right to seek unit clarification by PERB proceedings on any new titles not specified in the above unit description. In addition, upon the request of either party, any newly created positions or changes on current positions shall be jointly reviewed to determine their bargaining unit status. Nothing agreed to herein will prevent adjustments to the unit to be made upon mutual agreement of the District and the Association.

Disputes concerning this Article are not subject to the grievance and arbitration provisions of Article VI.

ARTICLE III - RETAINED MANAGEMENT RIGHTS

- A. It is agreed that the District, pursuant to the Employer Employee Relations Act (EERA) and Public Employees Relations Board (PERB)/court interpretations of the EERA, is obligated to negotiate with the Association prior to implementing change in matters lawfully within the scope of negotiations.
- B. All matters not enumerated as within the scope of negotiations in Government Code 3543.2 (EERA) or other statute are reserved to the District and such reserved rights shall include, but not be limited to:
1. The legal, operational, geographical, and organizational structure of the District, including the chain of command, division of authority, organizational divisions, subdivisions, external and internal boundaries of all kinds, and advisory commissions and committees (consistent with statutory requirements);
 2. The financial structure of the District.
 3. The acquisition, disposition, number, location, types and utilization of all District properties, whether owned, leased or otherwise controlled, including all facilities, grounds, parking areas and other improvements;
 4. All services to be rendered to the public and District personnel in support of the services rendered to the public; the nature, methods, quality, quantity, frequency, and standards of service, and the personnel facilities, vendors, supplies, materials, vehicles, equipment, and tools to be used in connection with such services; and subcontracting of services to be rendered and functions to be performed, including educational, support, construction, maintenance and repair services, except as expressly limited in this Agreement.
 5. The utilization of personnel not covered by this Agreement, including the assignment of supervisory or managerial personnel to do work on a part-time and/or temporary basis which is normally done by employees covered hereby, and the methods of selection and assignment of such personnel;
 6. The educational policies, procedures, objectives, goals and programs, including those relating to curriculum, course content, textbook selection, educational equipment and supplies, admissions, attendance, pupil transfers, grade level advancement, guidance, grading standards, testing, records, conduct, student discipline, transportation, food services, racial and ethnic balance, extra-curricular and co-curricular activities, and emergency situations, and the substantive and procedural rights and obligations of students, parents, teachers, other personnel, and the public with respect to such matters, subject to such limitations and consultation rights of the

Association as are provided under E.C. 3543.2, other statute, and to the provisions of this Agreement;

7. The selection, classification, direction, promotion, and termination of all personnel of the District; the assignment of employees to any location and also to any facilities, classrooms, functions, activities, academic subject matters, grade levels, departments, tasks or equipment, and the determination as to whether, when, and where there is a job opening, except as expressly limited in this Agreement;
 8. The job classifications and the content and qualifications thereof;
 9. The duties and standards of performance for all employees, and whether any employee adequately performs such duties and meets such standards, except as expressly limited in this Agreement;
 10. The dates, times and hours of operation of District facilities, functions, and activities, other than the certificated work day schedules, except as expressly limited in this Agreement;
 11. Safety and security measures for students, employees, the public, properties, facilities, vehicles, materials, supplies, equipment, including the various rules and duties for all personnel with respect to such matters, except as expressly limited in this Agreement;
 12. The rules, regulations, and policies for all employees, students, and the public, except as expressly limited in this Agreement;
 13. The termination or lay off of employees consistent with law, as the result of the exercise of any of the rights of the District not limited by the clear and explicit language of this Agreement.
- C. It is not the intention of the parties, in setting forth the above-mentioned rights of management, to detract or diminish in any way the rights of the Association or of unit members as expressly set forth elsewhere in this Agreement.
- D. It is the parties' intention that the clear and explicit provisions of the other Articles of this Agreement constitute the only contractual limitation upon the District's rights.
- E. Any dispute arising out of or in any way connected with either the existence of or the exercising of any of the above-described rights of the District is not subject to the grievance and arbitration provisions set forth in this Agreement.

ARTICLE IV - ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. Access

1. Authorized representatives of the Association shall, in accordance with the conditions noted herein, have the right of reasonable access to District facilities for the purpose of contacting unit members, and transacting lawful Association business.
2. Upon arriving at a school site, any visiting offsite representative shall first report to the main office of the school to announce his/her presence and the intended purpose and length of visit.
3. Authorized representatives of the Association may conduct Association business on school property provided that such activities do not interrupt or interfere in any way with normal work.
4. Contacts with unit members shall be limited to non-classroom teaching hours such as before and after school or during non-duty lunch or recess breaks.
5. The Association shall have the right to use District facilities outside of operation hours for meeting purposes, subject to prior approval from the appropriate site and/or District administrator.

B. Distribution and Posting of Material

1. The Association may distribute organization literature on District property, provided it conforms to the content guidelines below and does not interfere in any way with District business nor distract unit members who are performing their duties.
2. Literature may be distributed, or left for pick-up, in coffee rooms, faculty rooms and in other appropriate site locations as approved by the site administrator.
3. The Association shall have the right to post notices of Association concern on bulletin boards at each school or site.

C. Use of Site Mail Boxes

1. The Association shall have reasonable use of internal school mail systems, email and other electronic communications to distribute organizational material that conforms to the content guidelines listed below.
2. Copies of all Association materials distributed by District mail or in District mailboxes pursuant to this Article shall be given to the Superintendent or designee, and to the site administrator(s).

D. Content Guideline

1. The Association agrees that it will not post or distribute information pursuant to paragraphs B and C above which it knows or has reason to believe is false or defamatory or otherwise restricted by law. Such postings shall be subject to immediate removal by the District.
2. All material must be dated and have an appropriate Association identification.

E. List of Names

1. The District agrees to supply the Association with the names and addresses of all newly hired employees eligible for the unit no later than October 1 of each school year.
2. The Association agrees to use such information for internal organizational purposes only and not to disclose it to any third party.

F. Board Agenda

The District shall provide to the Association President and to the Association Negotiation Chairperson (to be identified by the Association) one (1) copy of the complete Board of Education meeting agenda, except for closed session material, and in addition, the District shall place one (1) copy of said agenda materials in a designated area at each school.

G. President's Release Time

1. Upon three (3) days prior notice and appropriate scheduling coordination with an immediate supervisor who is not a unit member, the Association President or his/her designee shall be provided a maximum of ten (10) days of release time annually in addition to his/her weekly release time at no loss of salary or other benefits for the purpose of conducting lawful Association business.
2. A maximum of four (4) additional days of release time shall be provided annually to an Association member who is elected to a California Teachers' Association (CTA) State Council position under the same conditions outlined in G. 1, above.
3. The Association President or designee shall be released for the equivalent of one (1) period per day of a standard six-period day or a full day once a week. Arrangements for consistent release time shall be determined by mutual agreement between the Site Administrator and the Association President. The amount of the President's release time shall not exceed 1 full work day per week. The cost of the substitute coverage for the release time shall be paid half by the District and half by the Association. The time and

day(s) of release shall be re-evaluated annually by the site administrator and/or upon change of Association President.

H. Monrovia Teachers Association Orientation

During the normal annual orientation program conducted by the District for all certificated employees, the Association shall be permitted to conduct an orientation workshop up to one (1) hour in length.

ARTICLE V - PAYROLL DUES DEDUCTIONS/PROFESSIONAL DUES OR FEES

Dues Deduction Authorization

1. When drawing orders for salary payments to unit members covered by this Agreement, the District shall reduce the order by the amount which has been voluntarily authorized in writing by the unit member to be deducted for the purpose of payment of the unified membership dues of the unit member in the Association (MTA/CTA/NEA).
2. If the authorization form properly covers future increases and decreases, such changes shall be made by the District upon written request of the Association, without resolicitation.
3. Such written dues deduction authorizations shall be revocable upon written notice to that effect from the unit member and such revocation shall be effective commencing the next pay period after receipt thereof, except as may be restricted in other sections of this article.

ARTICLE VI - GRIEVANCE AND ARBITRATION PROCEDURES

A. General Provisions

For the purposes of this article "days" shall be defined as those days when members of the unit are normally required to render service. During vacation or leave periods, exceptions to this definition may be made by mutual agreement.

1. Purpose

The purpose of these procedures is to secure prompt, equitable, and effective solutions to problems which may arise out of alleged violations of this Agreement and which affect the welfare or working conditions of unit members.

2. Definition

A grievance is defined as a statement by a unit member that the District has violated an express term of this Agreement and that by reason of such violation their rights have been adversely affected.

3. Scope

All other matters and disputes of any nature are beyond the scope of these procedures, as are matters so indicated elsewhere in this Agreement.

4. Respondent

The respondent in all cases shall be the District itself rather than any individual.

5. Association Grievances

- a. The Association may itself initiate grievances only with respect to the alleged violation by the District of an express term of Article IV, Association Rights, or of Article V, Payroll Deductions.
- b. The Association may itself grieve, on behalf of a specific group of unit members, with respect to other articles of the Agreement upon the written request of three (3) or more unit members belonging to the specified group.
- c. A copy of the written and signed request asking the Association to grieve on behalf of a group shall be attached to the resulting Association grievance.

6. Interim Actions

The grievant(s) and other involved unit members shall continue to perform assigned duties and comply with the direction of the District while a grievance is being processed.

7. Failure to Meet Time Limits

- a. Failure to utilize the Informal Level conference shall not be deemed to constitute a violation of time limits.

- b. If a grievance is not processed by the grievant and/or Association in accordance with the time limits set forth in this Article, it shall not be subject to binding arbitration and shall be considered settled on the basis of the decision last made by the District.
- c. If the District and Association disagree regarding adherence to time limits, the arbitrator shall finally decide.
- d. If the District fails to respond to the grievance in a timely manner at any level, the running of its time limit shall be deemed a denial of the grievance and termination of the level involved, and the grievant may proceed to the next step.
- e. Time limits hereunder may be lengthened or shortened in any particular case only by mutual written agreement.
- f. The parties will attempt in good faith to adjust time limit problems that occur above Level I as a result of the summer recess.

8. Association Representation

- a. The grievant shall be entitled upon request to representation by the Association at all grievance meetings.
- b. In situations where the Association has not been invited to represent the grievant, the District shall not agree to a final resolution of the grievance until the Association has received a copy of the grievance and the proposed resolution and has been given at least five (5) work days to state its views on the matter.
- c. Time limits may be modified upon mutual agreement between the District and Association.

9. Confidentiality

In order to encourage a professional and harmonious disposition of unit member's complaints, it is agreed that from the time a grievance is filed until it is either processed through binding arbitration, or settled, neither the grievant nor the Association nor the District shall make public either the grievance or evidence regarding the grievance.

10. No Reprisal

There shall be no reprisal against a unit member for filing a grievance or assisting a grievant in the above procedures.

11. Released Time

- a. Grievance meetings will normally be scheduled by the District in such a manner that they will not conflict with regular classroom duties.
- b. However, when such meetings are scheduled that conflict with the unit member's work hours, reasonable released time (Government Code Section 3543.1(c)) without loss of pay will be provided to the grievant and their authorized Association representative, if any.

B. Informal Level

Once a grievance has been identified, the grievant (member or Association) shall report the violation within 30 days of its occurrence or of the date when the Association was notified of the violation. Before filing a formal written grievance, the grievant (or MTA representative) shall make a reasonable attempt to resolve it by means of an informal conference with their immediate administrator or the District administrator of authority, if the grievance is beyond the scope of authority of the immediate administrator. If the grievance is not resolved at the Informal Level, the grievant shall receive the decision in writing within ten (10) days of the informal meeting.

C. Formal Level

1. Level I: Immediate Administrator

- a. In the event the grievant is not satisfied with the decision at the Informal Level, or if no decision is communicated within the ten (10) day time limit, the grievant may appeal the decision in writing to their immediate supervisor or Superintendent's designee within ten (10) days, unless the parties mutually agree in writing to an extension.
- b. The grievant shall present their grievance in writing to their immediate administrator/supervisor. The written statement shall be a clear, concise statement of the grievance, including: (1) the specific provisions of this Agreement alleged to have been violated, (2) the circumstances involved, (3) the decision rendered at the informal conference, if any, and (4) the specific remedy sought.
- c. Either party may request a personal conference with the other party within the timelines of Level I.
- d. The immediate administrator/supervisor shall communicate a decision to the employee in writing within ten (10) days after receiving the grievance and such action will terminate Formal Level I. If the administrator does not respond within the time limits, the grievant may appeal to the next level.

2. Level II: Superintendent and/or Designee

- a. If the grievant is not satisfied with the disposition of the grievance at Formal Level 1, or if no written decision has been rendered within the applicable time limits, the grievant may, within ten (10) days after a written decision is rendered or should have been rendered, submit to the Superintendent or designee the Formal Level 2 grievance.
- b. This appeal shall include copies of the original grievance, the written decision of the immediate Administrator and a clear, concise statement of the reasons for the appeal.
- c. Either the grievant or the Superintendent and/or designee may request a personal conference, within the timelines of Level II.

- d. The Superintendent and/or designees shall communicate their decision in writing within ten (10) school days after receiving the appeal, and such a decision will terminate Formal Level II.

D. Binding Arbitration

1. General Provisions

- a. Grievances which are not settled at Formal Level 2 may be, with the Association's agreement, sent to Arbitration
- b. It is expressly understood that the only matters which are subject to binding arbitration are grievances as defined above which are processed and handled in accordance with the limitations and procedures of this Article.

2. Selection of Arbitrator

- a. As soon as possible and in any event not later than five (5) school days after the District receives the written notice of the Association's desire to arbitrate, the parties shall agree upon an arbitrator.
- b. If no agreement is reached, an arbitrator shall be selected from a list of arbitrators obtained from the California State Mediation Service or the American Arbitration Association by alternate striking of names until one (1) name remains.

3. Role of Arbitrator

- a. The function and purpose of the arbitrator is to determine legal interpretation of disputed terminology actually found in the Agreement, and to determine whether or not there has been a violation of this Agreement in the respect alleged in the grievance.
- b. Past practice of the parties in interpreting or applying terms of this Agreement may be relevant evidence, but shall not be used so as to justify, or result in, what is in effect a modification (whether by addition or subtraction) of the written terms of this Agreement.
- c. This Agreement constitutes a contract between the parties, which shall be interpreted and applied, by the parties and by the arbitrator in the same manner as any other contract under the laws of the State of California.
- d. The Arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement.
- e. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the respective parties in the presence of each other, and upon arguments presented in briefs.

4. Arbitrator's Decision

- a. The decision of the arbitrator shall be final and binding upon all parties to the dispute.

- b. In all cases, the grievance and arbitration procedure described above is to be the Association's and unit member's sole and final remedy for any claimed breach of this Agreement.

- 5. Expenses
 - a. All fees and expenses of the arbitrator shall be shared equally by the parties.
 - b. Each party shall bear the expenses of the presentation of its own case.

ARTICLE VII - WORK STOPPAGE

- A. Definition Work stoppage is defined as any strike, walkout, sickout, slowdown, or other work stoppage engaged in by unit members during regularly scheduled work hours.
- B. Restrictions: The Association agrees that it will not resort to any work stoppage unless the Association has exhausted all bargaining obligations and impasse procedures outlined in the Rodda Act, including but not limited to mediation and fact-finding by PERB, without settlement of differences.
- C. Any unit member engaging in any strike, walkout, slowdown, or work stoppage of any nature whatsoever against the District shall receive no pay for the days involved.
- D. Any unit member engaging in any strike, walkout, slowdown, or work stoppage of any nature whatsoever against the District in violation of this Article may be subject to discipline or termination pursuant to applicable law.

ARTICLE VIII - HOURS OF WORK

A. Hours of Work

1. The District recognizes that the varying nature of a unit member's day-to-day professional responsibility does not lend itself solely to an institutional day of rigidly established length, and that such responsibilities usually require both on-site and off-site hours of work.

2. On-Site Hours
The minimum school-based, on-site assignment hours are as follows:
 - a. All elementary classroom teachers, including teachers on special assignment (i.e. interventionist), must report on-site at least thirty (30) minutes before the elementary students' normal instructional day begins, and shall remain on-site at least seven and one-fourth (7-1/4) hours per day, inclusive of the lunch period.
 - b. All middle school teachers, including teachers on special assignment, must report on-site at least thirty (30) minutes before the middle students' normal instructional day begins, and shall remain on-site at least seven and one-half (7-1/2) hours per day, inclusive of the lunch period.
 - c. All high school teachers, including teachers on special assignment, must report on-site at least thirty (30) minutes before the high school students' normal instructional day begins, and shall remain on-site at least seven and one-half (7-1/2) hours per day, inclusive of the lunch period.
 - d. Instructional TOSA's and Program Specialists shall work seven and one-half (7-1/2) hours inclusive of the 30 minute lunch period at their assigned locations as scheduled by Educational Services. A Teacher on Special Assignment (TOSA) is a non-custodial record keeper. Teachers on special assignment (TOSA) will be required to interview for their respective positions every 3 years unless the position is eliminated or vacated. Site determined and funded TOSA positions shall be temporary year to year. TOSA positions shall be filled with current permanent bargaining unit members. If no qualified internal candidates are available the district may post the position externally in consultation with MTA. This language is not intended to imply permanency in this position.
 - e. All Preschool teachers shall remain on-site for eight (8) hours per day, inclusive of the lunch period.
 - f. Special services personnel (Counselors, Coordinator of Health Services) shall normally be required to remain on-site for eight (8) hours a day, inclusive of the lunch period. However, it is recognized that their professional responsibilities will cause their working day to vary in length, under the direction of their immediate administrator.
 - g. If a unit member leaves the work site during the work day for personal reasons, such time is not considered to be part of the unit member's work day or work responsibilities for the purposes of District workers compensation or District liability.

3. Special Circumstances

- a. All unit members shall be required to work their normal number of minimum on site assignment hours on every scheduled work day, including minimum pupil days, in-service days, parent-teacher conference days, and the like.
- b. Where a school site schedule does not permit a full 30 minutes before school within the unit member's required on-site assignment hours, the District may specify a reporting time of less than 30 minutes prior to the beginning of the students' normal instructional day.
- c. The District, in unique, isolated, and reasonable instances, and at its discretion, may allow a unit member to adhere to working hours that differ from those of other unit members at his/her site. This adjustment shall be permissible only when (a) there is a justifiable, legitimate reason to adjust assignment hours, (b) the adjustment does not interfere with the student educational program or school operation, (c) the total on-site assignment hours per week meet contractual requirements, (d) the unit member is scheduled to perform productive activities during non-assignment hours and is not wholly excused from all typical extra duty assignments, (e) the unit member and principal/supervisor agree to the adjustment in hours. It is also agreed that adjustments in assignment hours shall be made on a case-by-case basis and without setting precedent for future such decisions.

4. Non-Teaching Duties

- a. In addition to assigned classroom teaching duties, unit members shall perform their other instructional day duties, many of which will occur outside of the minimum school-based assignment hours.
- b. Such duties include but are not limited to:
 - 1) Planning, selecting, and preparing materials for instruction;
 - 2) Receiving and evaluating work of pupils;
 - 3) Conferring and counseling with pupils, parents, staff and administrators;
 - 4) Keeping records;
 - 5) Supervising aides as assigned;
 - 6) Attending faculty, departmental and grade level meetings;
 - 7) Participating in approved professional activities relating to the unit member's assignment;
 - 8) Assuming responsibility for the proper use and control of District property, materials, supplies, equipment and technology;
 - 9) Supervising pupils, pupil organizations, and activities within and outside the classroom and class hours;
 - 10) Open house (all levels); back to school night (all levels), parent conferences (PK-8th), and graduation (9th-Adult School)
Participation in no more than one (1) additional student and/or community event may be required outside of assignment hours, not including those outlined above. Examples of an additional event may include seasonal festivals, school plays, school showcases, etc. Each site

will work collaboratively to determine what additional events that are valued by the school community and participation in these events is part of the non-teaching duties related to section 11, not to exceed three (3) hours, in the given year school. Members have the option to electively participate in as many events as they choose. This clause does not apply to members who are paid for these activities or have them included in their job description.

- 11) Supervising and providing leadership of pupil organizations and activities as assigned;
- 12) Serving on committees providing advice and service to the District; and
- 13) Participating in approved staff development programs.

5. Assignment of Special Duties

- a. In assigning duties such as (10)-(14) in paragraph A4 (above), site administrators shall, (1) make a reasonable effort to see that the hours of work involved are equitably distributed among the staff; (2) seek volunteers prior to mandating an assignment; (3) provide reasonable advance notice of scheduling; (4) act in a reasonable, and not an arbitrary, capricious or vindictive manner.
- b. When the District schedules a night activity requiring the attendance of unit members, the immediate supervisor shall release said unit members at the end of the students' instructional day, on the next available teacher professional preparation Wednesday.
- c. Elementary Substitute Coverage: The site administrator will make every reasonable effort to assign available certificated employees, other than TK through 6th grade classroom teachers, to an unfilled substitute position. Any teacher who accepts five (5) or more students in his/her classroom for a full day, will be compensated at half of the current regular daily substitute rate.
- d. Special Education classroom teachers will be granted 10 days of school business for the purposes of Caseload Management.

B. Instructional Day

It is the intent of the District and the Association to use Wednesday afternoon (i.e., early student release to address site/District matters. One (1) Wednesday per month will be for teacher unfacilitated planning time and not be used ~~exclusively~~ for special event preparations (i.e., Back to School and open house). In instances when a month does not have enough Wednesday PD days to provide a day for professional preparation, the school will build in an additional day in another month, totaling at least nine (9) unfacilitated planning Wednesdays for the entire school year. Alternative school meeting times may vary.

C. Lunch and Preparation Periods

1. Lunch Period
 - a. Except in emergency/disaster situations, each unit member shall receive a daily duty-free lunch break of not less than 30 minutes, as scheduled by the immediate administrator.
 - b. A duty-free lunch may be taken off-site pending notification to the site administrator/designee.
2. Preparation Periods
 - a. Middle School and High Schools
 - 1) Each full-time middle school and high school teacher shall be afforded one class period daily for preparation except under emergency/disaster circumstances.
 - 2) This preparation period shall be used for professional, job-related work, which will include preparation for class, preparation of teaching materials, conferences with administrators, other employees, counselors, students, or parents.
 - b. Elementary Schools (Grades 4-6)
 - 1) In consideration of the difference between grades TK-3 and grades 4-6 instructional day, unit members teaching grades 4-6 shall receive the District goal of 140 minutes or preparation time, (but no less than 120 minutes) during the regularly scheduled weeks.
 - 2) The preparation time shall be provided on a regularly scheduled basis, except under emergency/disaster circumstances.
 - 3) This preparation time shall be used for professional, job-related work which will include preparation for class, preparation of teaching materials, conferences with administrators, other employees, counselors, students or parents.
 - 4) Development of Preparation Time Schedules
 - a) A good faith effort will be made by the district to develop an equitable prep time schedule for elementary schools.
 - b) When developing this schedule, consideration should be made for the following:
 - irregular weeks (other than regular 5-day work weeks); and
 - impact of school programming on schedule (i.e., emergency drills, assemblies, special schedule days, etc.)
3. Substitute Assignments during Preparation Periods
 - a. Middle and High Schools
 - 1) The scheduled preparation period may also, if deemed necessary by the immediate administrator, be used for providing replacement services for a temporarily absent unit member:
 - a) A unit member who replaces a temporarily absent unit member during his/her preparation period at the request of the immediate supervisor shall be compensated at the current negotiated teacher hourly rate per full period covered.
 - b) A unit member who substitutes during his/her preparation period shall be expected to expend an amount of time equivalent to the lost preparation time outside the regular workday.

- c) Replacement service may be required when another unit member is absent, no substitute teacher is available, and, in the judgment of the administrator, no administrator or counselor is available.
- d) The site administrator shall make reasonable effort to distribute replacement assignments equitably.

b. Elementary Schools (Grades 4-6)

- 1) In the event that the assigned prep-time teacher is absent without regular substitute coverage, the site administrator and 4-6 grade teacher will mutually agree on either (a) or (b).
 - a) Unit member may work during his/her preparation period at the request of the immediate supervisor and shall be compensated at the current negotiated teacher hourly rate, or
 - b) The site administrator may arrange for a make-up day with a substitute to be mutually-agreed upon by the fourth and fifth grade unit members affected.
- 2) A unit member who substitutes during his/her preparation period shall be expected to expend an amount of time equivalent to the lost preparation time outside the regular workday.

4. Teaching Assignment during Preparation Period

Middle and High Schools

If the district or school identifies the need for a 6/5ths assignment, the administrator will work with department chairs to seek qualified volunteers and determine a rotational basis.

- a. In such cases, the unit member would be compensated at one-sixth (16.67%) of his/her current daily rate based upon salary schedule placement.
- b. The unit member who teaches a sixth period shall be expected to expend an amount of time equivalent to any lost preparation time outside the regular workday.

D. Assigned Days of Work

1. TK-12 Classroom Teacher Unit Member

The total number of assigned annual days of work for TK-12 classroom teacher unit members shall be 185 days, inclusive of speech therapists and elementary interventionists. Newly hired full-time unit members, shall work 5 additional days to account for new teacher orientation week.

2. CELC Unit Members

The total number of assigned annual days of work for CELC preschool teacher unit members shall be 185.

3. Counselor Unit Members (Grades TK-12)

- a. The total number of assigned annual days of work for the counselors at the elementary school level shall be 185. The total number of assigned annual days of work for the counselors at the middle school level shall be 190 days. The total number of assigned annual days of work for the counselors at the high school and

alternative schools. Adult School shall be 195 days. (Salary schedules reflecting the various counselor work years may be found in the appendix).

- b. For the first year of employment in the district, all new counselors shall attend the district orientation as appropriate.
 - c. Elementary counselors may work with site administrators to flex their assigned days to meet the needs of the school up to 5 days per school year (i.e., prior to the start of the school year or after the end of the school year). Counselors working flex days shall be offered mutually agreed upon comp days during the same school year.
 - d. Middle school counselors shall return to work five (5) days or fewer prior to the start of the school year based on district or site need and the annual district work calendar, any remaining work days in excess of 185 shall be added to the end of the school year.
 - e. High school counselors may return to work ten (10) days prior to the return of bargaining unit members (teachers) as mutually agreed to with site administration, based on district or site need and the annual district work calendar. Any remaining work days in excess of 185 shall be added to the end of the school year consecutively.
4. Instructional Teachers on Special Assignment (TOSA) and Program Specialist
- a. The total number of assigned annual days of work for the instructional TOSAs are 195 days.
 - b. The total number of assigned annual days of work for the Program Specialist are 205 days
 - c. The Educational Services office shall assign the work days for the TOSAs and Program Specialists.
5. District Health Coordinator
- The total number of assigned annual days of work for the District Health Coordinator is 209 days.

E. Supervision Duty

1. Unit members assigned full-time to classroom instruction shall not be assigned supervision of student break periods (i.e. recess, snack, lunch) duty during the school work day.
2. During an emergency/disaster situation which cannot be addressed in another way, all unit members shall be "on call" to assist in supervision or other emergency assignments.

F. Parent/Teacher Conferences

1. TK-8 conferences may be held virtually or in person by mutual agreement.
2. TK-6 Teacher Conference
 - a. Fall and Spring parent-teacher conferences for TK-6 schools will be scheduled for five (5) consecutive days on a shortened day schedule.
 - b. 100% Parent teacher conferencing will be required in the fall for TK-6 teachers. Sites shall designate one (1) evening for conferences. Parents shall be notified of the

- option to request a conference on the designated evening. Teachers who have no requests for evening conferences will not be required to be on site. The goal is one-hundred percent conferencing for all students. A reasonable effort to arrange conferences consists of documentation of at least three (3) parent/guardian contacts.
- c. Parent teacher conferencing shall occur for TK-6 in the spring for all at-risk students, those not proficient on district benchmarks, and English Learners or by parent/guardian request.
 - d. Flexible scheduling is permissible on a voluntary basis with the approval of the site administrator, i.e., teachers may schedule conferences outside the contractual work day and leave at the end of the students' instructional day on shortened days to compensate for the extra time.
 - e. For grades TK-8, the expectation is that conferences will require twenty (20) minutes to cover fall goal setting and spring follow up, student assessment results, and the policy for (enrichment), retention and intervention as appropriate
3. Grades 7-8 Teacher Conference
- a. Fall and spring conferences will be scheduled for five (5) consecutive work days on a shortened day schedule.
 - b. Sites shall designate one (1) evening for conferences. Parents shall be notified of the option to request a conference on the designated evening. Teachers who have no requests for evening conferences will not be required to be on site. A reasonable effort to arrange conferences consists of documentation of at least three (3) parent/guardian contacts.
 - c. Flexible scheduling is permissible on a voluntary basis with the approval of the site administrator, i.e., teachers may schedule conferences outside the contractual work day and leave at the end of the students' instructional day on shortened days to compensate for the extra time.

ARTICLE IX -TRANSFER AND REASSIGNMENT PROCEDURES

A. Definitions

1. A transfer is defined as the relocation of unit members between schools or other administrative sites.
 - a. Voluntary transfers are initiated at the request of the unit member; and
 - b. Involuntary or administrative transfers are initiated by the District.
2. For purposes of this Article, an opening is defined as a vacant position at a school location which the District has determined is to be filled by a regular probationary or permanent unit member rather than a substitute or temporary teacher, and which is known by the District to be vacant on or before September 1 of each school year.
3. Reassignment is defined as the movement of a secondary (grades 6-12) unit member from one discipline to another not previously taught, or of an elementary (K-5) unit member from one grade level to another at the same school or administrative site.

B. District Authority

The District shall have the ultimate authority to:

1. Determine when and where there is an opening, and
2. Transfer unit members from one school or administrative site to another school or administrative site, when the Superintendent or his/her designee concludes that such a transfer is in the best interests of the District.

C. Posting of Openings

The District shall provide email notification of openings to all unit members at least 10 days prior to application closing.

D. Voluntary Transfers and Reassignment

1. Any unit member shall have the right to request transfer and/or reassignment to an opening within his/her classification and covered by his/her credential.
2. A unit member may file a Request for Transfer any time, which shall be effective only for openings occurring at the beginning of the next school year.
 - a. Request for Transfer forms are available at the District Office or from the site administrator's office.

- b. Forms shall include the grade and/or subject to which the unit member desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.
 - c. The District shall give administrative consideration to all Requests for Transfer, if they are properly submitted.
 - d. The unit member shall automatically be granted an interview at the site(s) requested as soon as possible after an opening occurs at the requested site.
3. In considering Requests for Transfer and/or reassignment that are properly submitted, as described in the foregoing paragraph, the District shall not act in an arbitrary, capricious, or malicious manner.
4. If a transfer and/or reassignment is denied, the unit member shall be personally contacted by the Superintendent's Designee.
5. The filing of a Request for Transfer shall be without prejudice or reprisal to the unit member, and shall not jeopardize his/her present assignment.
6. The Request for Transfer may be withdrawn at any time prior to being effected.
7. A transfer has been effected at the time the receiving administrator, the applicant, and the Superintendent concur to the transfer.
8. A unit member returning from paid leave shall be afforded all rights provided under this section.
9. In the event a position becomes vacant less than a week prior to the start of the school year-the District shall give administrative consideration to Requests for Transfer which were properly submitted for posted openings occurring at the relevant site prior to September 1 of that school year.

E. Involuntary or Administrative Transfer and Reassignment

1. When an involuntary or administrative transfer is deemed necessary by the District, the initiating administrator shall ask for volunteers before implementing this procedure. If there are no volunteers, the administrator shall submit a written notice of proposed transfer and the reasons therefore to the affected unit member as expeditiously as possible.
 - a. An opportunity must be provided for the unit member to meet with the initiating administrator recommending the transfer prior to the effective date of the proposed transfer.

- b. The unit member may file, with the initiating administrator, a written response to the reasons given.
2. When the District initiates a transfer because a position is eliminated, any unit members being thus administratively transferred may indicate an order of preference for existing openings, for appropriate consideration by the District.
3. The District's decision to impose an involuntary transfer and/or reassignment shall not be made for capricious, arbitrary, or malicious reasons.
4. When the District decides that an involuntary transfer and/or reassignment is necessary due to enrollment shifts, changing staffing needs, and the need for the District to select among staff members, the criteria to be used in determining who shall be involuntarily transferred or reassigned shall be, in the following order of importance:
 - a. Credential authorization;
 - b. Certification (EL, Special Education, etc.);
 - c. Type of credential (a clear credential shall carry more weight than a Pre-Intern/Intern or Emergency Permit);
 - d. Years of experience in the District (for purposes of determining seniority for an involuntary transfer, unit members holding emergency credentials);
 - e. Major or minor field of study, where relevant;
 - f. Instructional programs or requirements that are unique to that school or to the District; and/or
 - g. Balancing of staff including overall general teaching experience, specialized skills and talents, staff maturity, and gender and ethnic make-up.
 - h. If a supervisor believes that an irreconcilable conflict exists because the employee's continued service would be a deleterious effect upon the school or students, then the supervisor shall meet with the employee to discuss the situation, state the reasons for the irreconcilable conflict and attempt to mutually resolve the conflict in a timely manner. If the supervisor and the employee cannot mutually resolve the conflict the supervisor shall state the reasons for the irreconcilable conflict in writing. The reasons shall be submitted to the Assistant Superintendent Human Resources and the employee. The employee may file a written response and request a determination by the Superintendent or designee. The Superintendent or his/her designee shall investigate the situation. Following this investigation, the superintendent shall make a written response to the supervisor and employee. Following this written response, the employee may be involuntarily transferred if good cause exists for the superintendent to believe that the employee's continued service would have deleterious effect upon the school or students.
 - i. Number of unit member moves not to exceed a site transfer more than once in 36-month period from the beginning of the involuntary transfer date excluding performance or disciplinary matters.

5. Unit members who have been involuntarily transferred from a school or position because of reduction in programs or services shall retain preferential opportunity to return to that position if a vacancy should occur for which that unit member is qualified.

F. Preparation Time and Assistance

If a transfer and/or reassignment is affected during the school year and without notice sufficient to permit reasonable preparation therefore, two (2) consecutive work days of release time shall be afforded the unit member for preparation purposes, if such amount of time is deemed necessary by the District and the unit member; in addition, the District shall provide reasonable assistance in moving the unit member's instructional materials.

G. Split Assignments

1. The hours of work for a unit member who is assigned to work at more than one site shall not exceed 7.5 hours per day including the travel time between sites and shall include a thirty (30) minute duty-free lunch period.
2. The unit member shall be reimbursed for mileage between the assigned work sites.
3. The unit member shall have preparation time equal to the time provided other unit members with a similar assignment and assigned to one site. Unit members assigned to more than one level (e.g. middle school and high school) shall receive preparation time on a prorated/adjusted basis.

ARTICLE X - EVALUATION PROCEDURES

A. General Provisions

1. Philosophy

The District and the Association agree that evaluation procedures are, in general, most effective when they result from the concerted, cooperative efforts of the evaluatee and evaluator.

2. Purpose

The evaluation of unit members shall have as its primary goal the furthering of student achievement and progress through the improvement of a unit member's instructional techniques and competencies, classroom management skills, curricular knowledge and application, and other professional responsibilities and abilities.

3. Procedural Rights

The primary responsibility for the evaluation and assessment of performance of each unit member lies solely with the District, subject only to the following procedural requirements.

- a. Evaluatee claims that the following procedures have been violated shall be processed according to the grievance procedures outlined in Article VI of this Agreement.
- b. The substantive content of the evaluation determined by the evaluator or District is not subject to the grievance process.

B. Frequency of Evaluation

1. Performance evaluations and assessments of unit members shall be made on a continuing basis, at least once annually for probationary unit members (including temporary teachers as defined by Education code 44920), and at-least once every other year for permanent and involuntarily transferred permanent unit members and temporary adult education unit members teaching fewer than 18 hours per week whom have previous final evaluations of "P" or higher. Permanent members with an "M" or "E" evaluation rating who are involuntarily transferred shall remain on their regular evaluation cycle.
2. Permanent unit members who meet the following criteria shall be considered for a five-year evaluation cycle, consisting of a formal evaluation every fifth year with a yearly self-evaluation during the intervening four years:
 - a. been employed at least ten (10) years with the school district,
 - b. whose current yearly evaluation rated the employee as meeting or exceeding with ratings of "E" or "M" in all six standards,
 - c. mutually agreed upon by the evaluator and evaluatee

- (1) Permanent unit members who meet the above criteria shall complete an annual self-evaluation process during the five year-cycle, including: Unit members assigned to a new position or location shall be evaluated. Those unit members meeting or exceeding expectations shall be placed on the five year cycle the following year.
 - a) Choose one (1) objective of focus from two different standards from the California Standards for the Teaching Profession, CSTP. (Submit two objectives six weeks from the first day of school). The evaluator shall then meet with the evaluatee to discuss these objectives within four weeks of receiving them.
 - b) Self-reflection summary (Submit at least six weeks prior to the last day of school). The final meeting to discuss the self-evaluation shall be held before the last day of the school year.

- (2) The permanent unit member or evaluator may withdraw consent at any time with the following provisions:
 - a) Failure of a unit member to satisfactorily complete the self-evaluation process.
 - b) Identification and observation of area(s) of problems/concerns.
 - c) Withdrawn consent per the evaluator shall not be arbitrary, capricious or malicious with opportunity given to remedy any identified problems/concerns prior to conclusion of the self-evaluation process.
 - d) Notification of withdrawal of consent to continue with the five-year cycle must occur no later than three weeks before the last day of the school year.

3. Permanent unit members who receive an unsatisfactory evaluation shall receive specific recommendations support and resources for improvement and shall be evaluated annually until the deficiency is corrected.

C. Notice of Evaluation

1. By the end of the third week of the school year, each evaluator shall provide to the unit members to be evaluated that year the following:
 - a. A copy of the Evaluation and Assessment of Certificated Personnel form;
 - b. Information regarding the areas of competency (objectives) upon which the evaluation may be based;
 - c. The name of the evaluator; and
 - d. A review of the evaluation calendar (timelines) for the year.

D. Proposed Objectives

1. By the end of the sixth week of the school year, or within one (1) month from hire date if hired after the opening of school, each unit member shall be responsible for proposing the following to the evaluator (designated by the District):
 - a. A minimum of one objective in each of the following standards based on the California Standards for the Teaching Profession:
 - (1) Engaging and supporting all students in learning;
 - (2) Creating and maintaining effective environments for student learning;
 - (3) Understanding and organizing subject matter for student learning;
 - (4) Planning instruction and designing learning experiences for all students;
 - (5) Assessing student learning;
 - (6) Developing as a professional educator.
 - b. Non-teaching personnel may propose alternative objectives related to their area of responsibility.
2. Nothing herein shall prevent the evaluator from proposing and/or requiring additional objectives for each evaluatee, based upon individual needs and/or areas for growth.
 - a. Additional objectives shall be subject to the appeal process set forth in Part H of this Article.
 - b. These additional objectives may relate to adjunct duties or responsibilities, punctuality, attendance, or other areas of job performance. Unit members shall not be evaluated on their performance in the supervision of non-students.

E. Assessment Techniques

1. Techniques unit members may use for assessing attainment of objectives shall be consistent with the stated objectives and may include:
 - a. The use of state, District, school, and/or site test norms utilizing pre- and post-testing methods
 - b. Student work measuring quality and/or quantity;
 - c. Student performance;
 - d. Observation and records;
 - e. Other techniques.
2. Unit members shall not be required to participate in the evaluation and/or observation of another unit member nor shall one-unit member serve as the prime or chief evaluator of another unit member. Any feedback or observations made by a unit member during activities such as learning walks or lesson studies shall not be used in the evaluation of another unit member.

F. Identifying Constraints

Factors that might hinder the achievement of objectives may be identified as constraints, which may be included in the self-evaluation section of the Evaluation and Assessment of Certificated Personnel form or final teacher evaluation.

1. If such constraints cannot be overcome by planning or reasonable exercise of skill, consideration should be given to modification of the proposed objectives or selection of a more feasible objective.
2. If during the school year certain support requirements may become unavailable and consequently affect the achievement of objectives, such constraints may be noted and original objectives modified by the evaluator and evaluatee accordingly.

G. Final Determination of Objectives and Activities

Within four weeks of submitting the proposed objectives, the evaluator and evaluatee shall meet to discuss and to attempt to mutually agree upon objectives and activities.

H. Disagreement Procedure

In the event of a disagreement over any item in Sections D, E, or F above, the procedures to be followed shall be:

1. The unit member and evaluator shall make a good faith effort to resolve the difference themselves.
2. If unable to agree, the evaluator shall ~~finally~~ determine the objectives, standards, and assessment methods by the end of the twelfth week of the school year and shall give the evaluatee a copy of the finally determined objectives and activities.
3. If the unit member continues to disagree with that determination, the unit member may, within five (5) working days of receiving a copy of the evaluator's decision, appeal to the Superintendent or his/her designee, who may modify the evaluator's determination.
4. In any event, the unit member may note for the record and attach to the final determination his/her disagreement with the final determination of objectives and activities.

I. Performance Observation

1. It is the goal of the District to provide at least one (1) formal observation of performance as a part of each evaluation for non-permanent or biennial evaluatees.

- a. If the evaluator is unable to make at least one (1) formal observation, he/she shall attach to the final written evaluation a written statement that explains why a formal observation did not take place.
 - b. In addition, the unit member shall have the right to attach his/her own written comments to the evaluation.
2. One (1) or more formal or informal classroom observations, in addition to the formal observation outlined in Section I-1, shall be a part of the evaluation of non-permanent unit members and/or unit members whose performance may be determined unsatisfactory by the evaluator.
3. In lieu of the classroom observations described in Sections I-1 and I-2, the evaluator and evaluatee may agree upon alternate arrangements for observations or assessments of performance of non-teaching unit members, or, if a disagreement persists, the evaluator shall finally decide.
4. Whenever possible, formal observation dates shall be by mutual agreement and set at least two (2) days prior to the observation date, but if less than two (2) days' notice is given, the evaluatee may request the evaluator to reschedule the observation date, as mutual schedules allow.
5. The recommended length of the formal observation for middle, high school, and adult education is one (1) class period and shall not be less than 30 minutes. The recommended length of the formal observation for elementary school is 45 minutes and shall not be less than 30 minutes.
6. The evaluatee shall prepare for the observer(s) a brief outline of the lesson plan with a beginning, middle and end that includes the standard, a learning objective and instructional strategies to be used.
7. The evaluatee shall be notified of the potential of receiving a rating of "P" on the final evaluation at the post-observation conference following the formal observation.
8. In the case of a negative or unsatisfactory observation evaluation, a post-observation conference shall be scheduled within five (5) working days after the formal observation and the evaluator shall make recommendations and take positive steps to assist the evaluatee.
9. Nonscheduled and informal visitations, without notice, may be used as an additional assessment technique. Written documentation with follow up conversation and suggested remediation shall be provided to the evaluatee for any specific, ongoing concerns.

J. Self-Evaluation of Attainment of Objectives

1. Six weeks prior to the end of the school year, all unit members who are required to participate in an annual or biennial evaluation shall submit the Evaluation and Assessment of Certificated Personnel form with the self-evaluation section completed.
2. Six weeks prior to the end of the school year, all permanent unit members who participate in the five-year evaluation cycle shall submit to the principal or designee the required self-evaluation document to keep in the site file.

K. Final Evaluation

1. The Final Evaluation by the evaluator shall be presented to the unit member no later than thirty (30) days prior to the end of the school year, and may include, but not be limited to, a written statement appraising:
 - a. Performance;
 - b. Attainment of district and site objectives; and mutually agreed upon California Standards for the Teaching Profession (CSTP)
 - c. Examples of excellence and outstanding competence;
 - d. Areas of personal performance which are problems/concerns;
 - e. Suggested means of remediation;
 - f. A list of conditions which interfere with the attainment of objectives;
 - g. Possible remedies for correcting such conditions;
 - h. Notification of unsatisfactory or unacceptable performance, if applicable; and
 - i. Notification of possible remedial action or action to terminate, if applicable.
2. Final evaluation shall not include any comments that are arbitrary, capricious, or malicious in nature.
3. A unit member shall not be required to sign the final written evaluation prior to the final evaluation conference. Signing the evaluation does not indicate agreement with its content only that the unit member has received it.

L. Final Evaluation Conference

1. Prior to the last day of the school year, a conference will be held between the unit member and his/her evaluator to discuss the final written evaluation.
2. The unit member shall sign the completed evaluation form to acknowledge that he/she read it. Signing the evaluation does not indicate agreement with its content, only that the unit member has received it.
3. In the event the unit member disputes the content of the written evaluation, he/she may:

- a. Prepare a written statement identifying the area(s) of disagreement, including any substantiating and/or supportive written material, as appropriate, and
- b. Have the written statement and material attached to the evaluation

M. Procedure for Unsatisfactory or Negative Evaluation of Performance

1. An overall unsatisfactory evaluation is determined by the rating of a “U” on the Final Teacher Evaluation document in two (2) or more areas of the six (6) standards. The six standards include:
 - Engaging and supporting all students in learning
 - Creating and maintaining effective environments for student learning
 - Understanding and organizing subject matter for student learning
 - Planning instruction and designing learning experiences for all students
 - Assessing student learning
 - Developing as a professional educator
2. It is the intent of the District to inform a non-permanent unit member of unsatisfactory performance and to offer recommendations and assistance as soon as possible after identifying unsatisfactory job performance.
 - a. The District shall notify a non-permanent unit member in writing that his/her job performance is unsatisfactory or that it needs improvement:
 - (1) At a post-observation conference to be held within five (5) working days of a formal observation, or
 - (2) At a private conference scheduled during non-teaching hours, or
 - (3) At the time of the mid-year conference (during the third week of January).
 - b. In this event, the District shall:
 - (1) Meet with the non-permanent unit member to present in writing specific recommendations for improvement and to discuss the implementation of the recommendations.
 - (2) Assist the unit member in implementing the recommendations through activities, support of a consulting teacher, or resources appropriate to the circumstances.
3. It is the intent of the District to inform a permanent unit member of unsatisfactory performance and to offer recommendations or assistance as soon as possible after identifying unsatisfactory job performance.
 - a. The District shall notify a permanent unit member in writing that his/her job performance may result in an unsatisfactory evaluation or that it needs improvement:
 - (1) At a post observation conference that is scheduled within five (5) working days after the first formal observation (to be scheduled no later than the first week of December, and may be adjusted for mitigating circumstances such as the evaluator or evaluatee's absence).

- b. If sufficient improvement has not occurred within six weeks of the formal observation conference, the unit member shall be notified in writing of his/her lack of progress at that time.
- c. In this event, the District shall:
 - (1) Meet with the unit member to present in writing specific recommendations for improvement in order to meet the mutually agreed upon objectives.
 - (2) Assist the unit member in implementing the recommendations through activities, support of a consulting teacher if the unit member so chooses, or other resources appropriate to the circumstances.
- d. A second formal observation and conference shall be held by the end of the second week in February and a third no later than the end of the third week in April. All dates may be adjusted for mitigating circumstances beyond the evaluator or evaluatee's control. The unit member shall receive the final written evaluation no later than thirty (30) days prior to the last day of the school year.
- e. A unit member who receives an unsatisfactory final evaluation shall participate in professional development that addresses the concern(s) approved by the site administrator. The unit member will be evaluated the following year; provided with a detailed remediation plan and progress shall be monitored with ongoing feedback.

N. Parent, Community Member and Student Complaints

- 1. No information of a derogatory or critical nature received from others (i.e., parents, citizens, and students) shall be used in a written evaluation unless:
 - a. The unit member has been given notice of the nature of the complaint.
 - b. The unit member has had an opportunity to discuss and to attempt to resolve the matter with the evaluator and/or site administrator.
 - c. Whenever feasible and/or appropriate, the unit member has been provided with the opportunity to have direct contact with the complainant(s) to discuss and resolve the matter. Anonymous complaints shall not be used in a written evaluation.
 - d. The facts have been verified, in the best judgment of the evaluator, by the available evidence.
 - e. The unit member has had the opportunity to have his/her written response to the complaint attached to the evaluation.
- 2. A unit member shall have the right to request the presence of an Association representative at all such meetings.

O. Personnel File: Material Site File

- 1. Records of all professional contacts of the evaluator with the unit member related to evaluations, such as observation reports, incident reports, parent comments, and the like, may be retained.

2. Materials in personnel files of unit members which may affect the status of their employment are to be made available for the inspection of the unit member involved upon request, with the exception of ratings, reports or records which were:
 - a. Obtained prior to the employment of the person involved,
 - b. Prepared by identifiable examination committee members, or
 - c. Were obtained in connection with a promotional examination.
3. Information of a derogatory nature, except confidential material mentioned in the above, shall not be entered into the personnel file unless and until the unit member is given notice and an opportunity to review and make and/or receive a copy thereof at his/her expense. (If the information is received from parents, citizens, and/or students, the procedures outlined in Section N, above, shall be followed.)
 - a. A unit member shall have the right to enter, and have attached to any such derogatory statement, his/her own comments.
 - b. A unit member will have up to five business days to, respond to and attach said response to the evaluation
4. A unit member may be accompanied by his/her Association representative at such times as he/she reviews the material in his/her personnel file.

P. Personnel District File:

1. Records of all professional contacts of the evaluator and/or site administrator with the unit member, such as records of summaries of conferences, observation notes or reports, incident reports or summaries, parent or student comments, and the like, may be retained in a site file even if they are not officially made part of the District-level personnel file.
2. Copies of all records officially placed in the District-level personnel file may also be retained in the site file.
3. Materials in the site file which may affect the status of employment are to be made available for the inspection of the unit member involved, upon request, with the exception of exempted ratings, reports or records as detailed above in this Article, Section P.2.a-c.
4. A unit member may be accompanied by an Association representative at the time he/she reviews the materials in his/her site file.
5. Materials placed in the site file are not permanent records unless they are officially placed in the District-level file.
6. Information of a derogatory nature, except confidential material mentioned in the above, shall not be entered into the site personnel file unless and until the unit member is given notice and an opportunity to review and make and/or receive a copy thereof at

his/her expense. (If the information is received from parents, citizens, and/or students, the procedures outlined in Section N, above, shall be followed.)

- a. A unit member will have up to five business days to, respond to and attach said response to the evaluation. If no response is provided by that time, the information will be added to their personal file

Q. Lawful Non-School Related Activities

Evaluation of the unit member's performance shall not be predicated upon lawful, non-school related personal activities which have no impact on the unit member's job performance or effectiveness as an employee.

ARTICLE XI - DISCIPLINE AND SUSPENSION

A. Disciplinary Action

Unit members being investigated, whether disciplinary or not, shall not be interrupted during student instruction unless the investigation is related to criminal misconduct or student/staff safety. No disciplinary action shall be taken by the District, except for just cause and unless the following due process steps are taken:

1. The unit member has been given notice of the nature of the behavior that may be cause for disciplinary action.
2. The unit member has had an opportunity to discuss and to explain his/her actions and/or perspective of the situation.
3. A unit member shall have the right to the presence of an Association representative, upon request, at discussions with administrators pursuant to this Article.
4. The unit member shall have the right to attach his/her written response to any disciplinary material(s) that may be placed in his/her personnel file.

B. Progressive Discipline

1. Progressive discipline shall be followed in a District decision to discipline unit members based upon just cause.
2. Except as noted in Section B-3 below, the progression of disciplinary actions undertaken by the District against an individual unit member shall be:
 - a. First Level: Verbal warning/oral reprimand from site and/or District administrator. Dated, written summary of verbal warning to be emailed to the employee.
 - b. Second Level: Written warning with a dated, detailed summary of conference letter provided to the unit member, placed in District personnel file.
 - c. Third Level: Written warning/letter of reprimand/notice, to be placed in both site and District personnel files, from site and/or District administrator.
 - d. Fourth Level: Suspension without pay for up to 15 days (pursuant to Section C below) or other corrective disciplinary action(s) (consistent with the type of offense), based upon the severity of the verified offense(s).

3. In cases of extreme unprofessional/inappropriate behavior, or where possible repetition threatens the health or welfare of other persons or the continuity of the school program, the District shall have the right to impose a more severe disciplinary step, consistent with the severity of the offense, without following each prior step listed in Section B above.

C. Disciplinary Suspension

1. Pursuant to Section B above, the District may suspend unit members without pay for up to fifteen (15) days.
2. The Superintendent or his/her designee shall give written notice to the unit member of the District's intent to suspend the unit member at least ten (10) school days prior to the proposed imposition of the suspension. The notice shall include:
 - a. The cause(s) on which the suspension is based.
 - b. The proposed date(s) on which the suspension shall take place.
 - c. A statement that the unit member has a right to appeal the suspension in a pre-suspension hearing with the Superintendent or his/her designee.
 - d. A proposed date, time, and place for such pre-suspension hearing.
3. The unit member shall have five (5) school days from the receipt of the notice in which to respond to the notice of suspension.
 - a. If the unit member does not respond, the District will schedule the suspension and provide notice thereof to the unit member.
 - b. If the unit member does respond, his/her response shall confirm the proposed date, time, and location for the pre-suspension hearing, propose other dates/times/locations, or waive the hearing.
4. The pre-suspension hearing, unless waived or rescheduled by mutual consent, shall take place within ten (10) school days from the date of the notice.
5. A unit member may have an Association representative present at the pre-suspension hearing, upon request.
6. The pre-suspension hearing shall provide the unit member with the opportunity to present facts and arguments regarding the alleged infraction(s).
7. When appropriate, the Superintendent or his/her designee will investigate and verify by available evidence, new information presented during the pre-suspension hearing.
8. The Superintendent or his/her designee shall inform the unit member of the decision to suspend or not to suspend:
 - a. Within five (5) school days from the date of the pre-suspension hearing; or
 - b. After five (5) school days from the date of the notice of suspension if the employee did not respond or waive the hearing.
9. The District shall schedule the dates of the suspension.

10. In emergency situations, where the health or welfare of other persons or the continuity of the school program are threatened, the District may suspend the unit member without scheduling a pre-suspension hearing after informing him/her of the behavior(s) that led to this action.
11. In such emergency situations described in 10, above, the Superintendent or his/her designee shall schedule an informal hearing with the unit member and provide the unit member with written notice thereof, as soon as possible after the suspension has begun.

D. Disputes

Disputes as to whether a disciplinary action and/or a suspension is based on just cause or whether there is a violation of the procedures set forth herein shall be resolved pursuant to the grievance procedure outlined in Article VI of this Agreement.

E. Exceptions

Nothing in the Article shall limit the District's right to institute dismissal and immediate suspension and compulsory leave of absence proceedings as set forth in the California Education Code, nor shall discipline under this section be regarded as a pre-condition to discipline/dismissal proceedings under the California Education Code. (Education Code reference: 44939-44942, 44882, and 44949.)

ARTICLE XII - LEAVES OF ABSENCE

A. General Provisions

1. Definition

A leave of absence is an authorization for a unit member to be absent from active duty, generally for a specific period of time and for an approved purpose.

2. Right of Reinstatement

a. At the expiration of the leave of absence, the unit member shall be reinstated in a certificated position comparable to that held at the time the leave of absence was granted (assuming no layoff or termination under applicable Education Code provisions), unless other arrangements are mutually agreeable to the unit member and the Superintendent. A reasonable effort will be made to return the unit member to the previous assignment, unless he/she would have been transferred or reassigned anyway.

b. A condition of the foregoing rights of reinstatement is that a valid credential or permit must be in effect as of the date of return.

3. Fringe Benefits

a. Unit members on a paid leave of absence, unless otherwise provided herein, shall receive wages, medical-dental coverage, and retirement credit, the same as if they were not on leave.

b. Those who go onto an unpaid leave during any pay period shall receive their medical-dental coverage for the balance of that pay period, and thereafter shall be allowed to remain on continued coverage at their own expense, provided they make advance payment of the premium in a manner reasonably required by the District and provided that such conversion is permitted by the insurance carrier.

4. Part-Time Unit Members

Part-time regular unit members shall be entitled to leaves of absence in the same ratio as the number of hours per day of scheduled duty relates to the number of hours for a full-time employee in a comparable position.

5. Unauthorized Leave

a. It is agreed that a unit member who is absent from work other than for those days as authorized by State Law or by the provision of this Agreement is taking an unauthorized absence in breach of contract and in violation of this Agreement.

b. The District reserves the right to request written verification of the reason for absence.

c. If a unit member is shown to have taken unauthorized leave, the District may deduct an amount from his/her salary equal to the ratio of days absent to the days of required service.

d. The unit member may be subject to disciplinary action pursuant to applicable Education Code provisions and to Article XI of this Agreement.

6. Foreseeable Extended Sick Leave
 - a. A unit member who becomes aware of the need for absence due to surgery, pregnancy, or other predictable or previously scheduled causes, shall submit, as far in advance of the initial disability date as possible, a statement from his/her attending physician, which shall include the beginning date of disability, and the anticipated date of return to active service.
 - b. The District may require a unit member who is on extended medical leave to obtain a second opinion from a physician at the District expense.
7. Verification of Fitness
 - a. A unit member who is on leave or eligible for leave due to injury or illness, or who has been on five (5) or more consecutive days of sick leave, shall provide, upon District request, written verification from a medical doctor or licensed practitioner regarding his/her fitness to carry out his/her duties with or without accommodation.
 - b. The District reserves the right to require a unit member to have a physical examination by a District appointed physician, at no expense to the unit member, to verify his/her fitness to carry out his/her duties, with or without accommodation.
8. Employment Restrictions
 - a. Unit members on sick leave or industrial accident/illness leave shall not be employed elsewhere during regular contract hours.
 - b. This restriction may be waived by the District under special circumstances; requests for such a waiver, with reasons therefore, should be submitted in writing to the Human Resources Department.

B. Procedure for Reporting Absence/Return

1. A unit member intending to be absent shall notify the District via the designated phone/online substitute system by 6:00 a.m. at the latest on the day of the absence. If this is not possible, then the unit member shall notify the District sub coordinator by phone prior to the start of school.
2. A unit member shall notify the District of his/her absence from any regularly scheduled workday, even when a substitute is not required.
3. When notifying the District of an intended absence, a unit member shall indicate a definite date of return, if known.
4. A unit member shall notify the District as soon as possible of any change in a previously stated date of return.
5. Unless a definite return date has been given, a unit member shall notify the District of his/her intention to return to work prior to 2:00 p.m. of the last day of absence.
6. A unit member shall not be allowed to return to service, and shall be charged with one (1) additional day of sick leave absence, if the unit member fails to so notify the District prior to 2:00 p.m. on the school day preceding his/her return from absence.

C. Sick Leave

1. Definition

As provided in this section, unit members are entitled to paid sick leave for illness or injury.
2. Entitlement to Sick Leave
 - a. A unit member working five (5) days per week for a full contract year shall be annually entitled to ten (10) days of leave of absence for illness or injury.
 - b. A unit member working less than full-time shall be entitled to sick leave in the same ratio that his/her employment bears to full-time employment.
 - c. Unused sick leave shall be accumulated from year to year.
3. Use of Sick Leave
 - a. Allowable sick leave credit need not be accrued prior to being taken by the unit member during said year, but may be taken at any time during the school year.
 - b. A unit member who terminates employment prior to earning sick leave that was taken in advance of accrual shall owe the overpaid amount, which may be collected from his/her final paycheck with the employee's consent through payment from the employee, or through court order.
 - c. Earned or accumulated sick leave shall not be considered as vacation, nor shall a unit member be reimbursed for unused sick leave at the time of separation, except that employees may be eligible for service credit for unused sick leave, as provided in the Education Code for purposes of retirement.
 - d. Any accrued sick leave credit may be used by the unit member for sick leave purposes, as defined, without loss of compensation.
 - e. The District shall provide sick leave balances to unit members two times per year.
4. Extended Illness Leave
 - a. This section applies only to unit members who have exhausted all accumulated sick leave credit and continue to be absent on account of illness or injury.
 - b. Upon exhaustion of all full paid sick leave credit, a unit member who continues to be absent due to illness or injury for up to five school months shall receive the difference between their pay and the amount actually paid to a substitute or that normally would be paid a substitute if one had been employed, as further described below.
 - (1) Deduction of daily substitute rate: The day-to-day substitute rate shall be deducted for any days of absence exceeding sick leave credit up to and including the twentieth day of continuous absence.
 - (2) Deduction of long-term substitute rate:
 - a) Commencing on the twenty-first day of continuous absence, the long-term substitute rate shall be deducted for any days exceeding sick leave credit.
 - b) The long-term substitute rate may begin earlier than twenty-one days in the event that there are no lesson plans, insufficient lesson plan, and/or extraordinary circumstances requiring the substitute to perform duties

beyond the typical school day assignment. This pay designation must be approved by the Human Resources administrator at the written request of the site administrator. The long-term substitute rate shall be deducted only for any days exceeding sick leave credit.

(3) Deduction of sixth-period assignment pay:

Commencing on the sixth day of continuous absence, the sixth-period assignment pay shall not be earned by the unit member, even if sick leave has not been exhausted.

- c. Such additional leave shall be used after entitlement to full-paid sick leave has been exhausted, and shall run consecutively to such leave. The unit member shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the unit member may take the balance of the five-month period in a subsequent school year.

5. Return to Service/Work Restrictions

If a unit member is cleared to return to work after an illness but the unit member's physician has identified work restrictions, the District will engage in the interactive process to determine whether there are reasonable accommodations to allow the employee to perform the essential function of the position.

D. Pregnancy Disability Leave

1. Definition

Pregnancy Disability Leave is sick leave used during the period of time a unit member is absent due to a medical disability related to pregnancy and/or convalescence following birth or miscarriage. (Childcare leave following pregnancy disability leave is covered by Section N: Family Medical Leave, Subsection 8: Child Bonding.)

2. Procedure

- a. By the sixth month of pregnancy, and no later than 30 days prior to the start of the leave, the unit member shall provide the District Human Resources Department with a written statement from her physician, indicating the anticipated start date and the duration of leave.
- b. In the event that the beginning date of the pregnancy disability leave should change, the unit member shall inform the Human Resources Department as soon as possible, or according to the report of absence procedures in Section B of this Article.
- c. As soon as possible after birth or miscarriage, the unit member shall provide the Human Resources Department with a written statement from her physician, indicating the length of the required medical disability leave and the date on which the unit member may resume her duties.

3. Return to Service

- a. The unit member shall notify the District to confirm her date of return to duty not later than 2:00 p.m. of the school day prior to her return date.
- b. In the event that the unit member must extend her pregnancy disability leave beyond the originally stated date, the unit member shall notify the District no later than 2:00 p.m. of the school day prior to the originally stated date of return and, as soon as possible, provide a physician's statement specifying the revised date of return.
- c. In the event the unit member requests an early return prior to the date originally specified, the District shall make a good faith effort to:
 - (1) Grant this request, or
 - (2) If her position is filled by a contractual substitute, provide temporary assignments as a substitute or on another basis until the originally stated date of return.

E. Industrial Accident and Illness Leave

1. Definition

Industrial accident and illness leave shall be granted to unit members for illness or injury arising from the performance of services for the District, is supported by a physician's certificate, and is verified by a Workers Compensation judge or the Workers' Compensation Appeals Board, is appealed.

2. Days of Entitlement

- a. District-paid leave shall not exceed sixty (60) working days in one (1) fiscal year, nor sixty (60) working days in total for the same illness or accident.
- b. Allowable leave shall not be accumulated from year to year.
- c. Industrial accident or illness leave shall commence on the first day of absence, and shall be reduced by one (1) day for each day of authorized absence, regardless of a temporary disability indemnity award.
- d. When industrial accident or illness leave occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only the amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.
- e. A unit member who has used the full sixty (60) days of industrial paid leave and is still unable to return to his/her regular, position shall utilize his/her available sick leave benefits, as specified in Section C of this Article. If an employee is receiving temporary disability indemnity, he or she may elect to take as much of his or her full-paid accumulated sick leave, which, when added to his or her temporary disability indemnity, will result in a payment to the employee of not more than his or her full salary.

3. Procedure

- a. A unit member who has sustained a job-related injury or illness shall report the injury or illness on the appropriate Workers' Compensation Insurance form within

twenty-four (24) hours or as soon as practically possible to the immediate supervisor.

- b. In order to qualify for industrial accident or illness leave coverage, a unit member claiming such leave shall be examined and treated, if necessary, by a physician approved by the District's industrial accident insurance carrier.
 - c. A unit member who is absent as a result of industrial accident or illness shall notify the District. The absence, whether full or part day, must be noted as "industrial accident or illness," and verification must be provided by the appropriate carrier, doctor, or therapist.
 - d. A unit member who must be absent due to job-related illness/injury shall follow the normal procedure as provided in Sections A and B of this Article.
 - e. A unit member who must be absent due to job-related illness/injury shall follow the normal procedure as provided in Sections A and B of this Article.
4. Temporary Disability Indemnity
- a. During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of their industrial accident or illness. The District, in turn, shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by such salary warrants.
 - b. Upon conclusion of this industrial paid leave a unit member may utilize any available sick leave benefits, providing that any sick leave utilization when combined with any temporary disability indemnity shall not exceed one-hundred percent (100%) of the unit member's normal compensation.
5. Return to Service
- a. A unit member shall be permitted to return to service after an industrial accident or illness upon the presentation of a release from the authorized Workers' Compensation physician certifying the unit member's ability to return to his/her position classification with or without restrictions or that can be reasonably accommodated.
 - b. If the unit member's physician gives a release to return to work with temporary restrictions, the unit member and the District will engage in the interactive process to determine reasonable accommodations.

F. Personal Necessity Leave

1. Definition

- a. Personal necessity leave may be utilized by a unit member who has sufficient sick leave credit for circumstances that are serious in nature, which cannot be expected to be disregarded, which necessitate immediate attention, and which cannot be dealt with during off-duty hours or by another person.

- b. General categories for acceptable use of Personal Necessity Leave include, but are not necessarily limited to:
 - (1) Death/serious illness in the family, household, or special circumstances;
 - (2) Accident involving person or property of unit member or immediate family;
 - (3) Urgent, serious circumstances;
 - (4) Religious Leave (see Section L);
 - (5) Court Appearance (see Section J-2);
 - (6) Under special circumstances, participation in political, civic, or professional organization activities (prior approval from District required);
 - (7) Participation in a job interview that cannot be rescheduled to non-working hours.
 - (8) Parent-school involvement for student conferences, awards, IEPs, 504s, and discipline meetings.
- c. Activities such as vacation, recreation, social commitments, and routine personal activities are covered under Unpaid Personal Leave, Section N, of this Article. Leave for Employee Association activities is covered in Article IV, Association Rights and Responsibilities.

2. Days of Entitlement

- a. A unit member may elect to use up to ten (10) days per year of unused sick leave for purposes of personal necessity leave.
 - (1) Such days will be charged against unused sick leave.
 - (2) Unused personal necessity leave entitlement shall not be accumulated from year to year.
- b. In case of serious, continued illness in the immediate family, a unit member may elect to use more than ten (10) days per year of unused sick leave for purposes of personal necessity.
- c. The number of days of personal necessity leave shall not exceed the number of full days of unused sick leave to which the unit member is entitled.

3. Procedure

- a. Unit members are encouraged to notify their immediate supervisor as early as possible of their intent to take Personal Necessity Leave so proper substitute coverage and any other necessary arrangements can be planned in advance.
- b. Unit members shall provide written notification to their immediate supervisor at least two (2) working days prior to the beginning of the leave. If two (2) days' prior notice is not possible, the District shall make every effort to accommodate the request under tight timelines.
- c. The immediate supervisor shall forward the written notice to the Associate Assistant Superintendent, Human Resources, who shall process the notice and provide for substitute coverage, as appropriate.
- d. The prior notice requirement shall not apply for emergency or urgent circumstances.

- e. When prior notice is not required, the unit member shall make every reasonable effort to comply with District procedures designed to secure substitutes and shall notify the immediate supervisor of the expected duration of the absence.
- f. "No Reason" Days: A unit member may use seven (7) days of Personal Necessity Leave per school year without indicating a specific reason for absence, under the following conditions:
 - (1) No more than 3 Personal Necessity days shall be used on consecutive work days.
 - (2) There would exist sufficient substitute coverage for the requested date (no known unusual demand for substitute coverage for workshops, etc. exists).
 - (3) There are no required activities on the requested date as outlined in Article VIII Hours of Work A. 4. b

G. Personal Business Leave

- 1. Definition
 - a. Personal Business Leave may be utilized by a unit member who has sufficient sick leave credit.
 - b. A unit member may elect to use not more than three (3) days per school year of unused sick leave for Personal Business Leave.
 - c. Unused Personal Business Leave shall not be accumulated from year to year.
- 2. Procedure
 - a. The unit member shall submit a written request for Personal Business Leave to the immediate supervisor not less than two (2) working days prior to the day of the leave.
 - b. The immediate supervisor shall submit the request to the Assistant Superintendent, Human Resources, who shall then grant the request when the following conditions are satisfied:
 - (1) No more than five (5) unit members would be absent on Personal Business Leave on the requested date;
 - (2) There would exist sufficient substitute coverage for the requested date (no known unusual demand for substitute coverage for workshops, etc. exists).

H. Bereavement Leave

- 1. Definition
 - a. A unit member shall be eligible for a temporary leave of absence without loss of salary upon the death of a member of the immediate family.
 - b. Members of the immediate family, as used herein, means mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse/partner of the unit member, the spouse/partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, step

parents, step children, aunt, uncle, niece, or nephew of the unit member, or any person permanently residing in the immediate household of the unit member.

2. Days of Entitlement

- a. Bereavement leave will be for no longer than three (3) days, except for employees who travel outside of a 300-mile radius for bereavement, who shall be entitled to up to five (5) days of leave. Days used for bereavement leave need not be consecutive.
- b. Additional days of absence beyond those described herein are provided in this Article under the Personal Necessity Leave provisions.

3. Procedure

- a. A unit member taking leave of absence under these provisions shall, as soon as possible, notify the District Office of such fact, and of the expected duration of the absence.

I. Judicial and Official Appearance Leave

1. Definition

Judicial and official appearance leave shall be granted for purposes of regularly called jury duty, appearance as a witness in court other than as a litigant, or to respond to all official order from another governmental jurisdiction for reasons not brought about through the initiation, connivance or misconduct of the unit member.

2. Jury Duty

- a. A unit member officially called to jury duty during the school year shall be granted a leave of absence with pay, provided the unit member has made good faith effort to secure postponement of jury service to non-duty time.
- b. A unit member shall demonstrate that they have made a good faith effort to postpone jury service to non-duty time by:
 - (1) Actually postponing jury service to non-duty time, or
 - (2) Providing the District with a copy of the jury summons, requesting postponement to non-duty time, or
 - (3) Providing the District with a copy of the jury summons and written explanation of the attempt to postpone.
- c. If a unit member does not demonstrate that they have made a good faith effort to postpone jury service to a non-duty time, they shall have the actual cost of a substitute, or if no substitute was employed, the normal cost of a substitute, deducted from their salary for the days they are absent for jury duty.
- d. Unit members who have their salary reduced according to Section c, above, of this Article, and believe that extenuating circumstances should be considered, may appeal this decision to a panel composed of two (2) members selected by the

Association and two (2) members selected by the District; a majority vote shall reverse the decision.

- e. Juror's fees, exclusive of mileage, received by the unit member, shall be deposited to the credit of the District.
- f. A leave of absence granted under the above conditions shall not exceed a total of twenty-five (25) workdays per school year.
- g. After twenty-five (25) days absence for jury duty, the unit member will receive only the difference between their pay and the amount paid or that would normally be paid to the substitute, but the unit member will retain the juror's fees insofar as the combination of juror's fees and pay from the District does not exceed such member's regular District compensation.

J. Legislative Leave

A permanent unit member who is elected to the State Legislature shall be entitled to an unpaid leave of absence for the length of his/her term or terms in office.

K. Religious Leave

1. Definition

Religious leave may be utilized by a unit member for observation of specific recognized days or events which are considered non-working days by the unit member's established religious order or faith.

2. Days of Entitlement

- a. Religious observance days will be charged against unused personal necessity leave.
- b. Not more than six (6) days of personal necessity leave may be used for that purpose.

3. Procedure

A unit member exercising this leave of absence provision shall notify the District Office of his/her need to be absent from service at least five (5) working days prior to the absence, and shall indicate the date of return.

4. Return to Service

- a. Immediately upon return to active service, the unit member shall complete the Report of Absence-Certificated, and submit it to the immediate supervisor.

L. Military Leave

Every unit member employed by the District in a probationary or permanent position shall be eligible for military leave and reemployment rights as provided in applicable

State and Federal laws including the Military and Veterans Code, Education Code, and the Uniformed Services Employment and Reemployment Rights Act.

In addition, the District will extend the interpretation of "military leave" to cover employees who are members of reserve sheriff, police, or fire departments and who are obligated to serve on active duty during a crisis. This does not apply to personnel who voluntarily serve in the capacities described.

In certain circumstances, under California law employees are entitled to 30 calendar days' compensation and benefits while on military leave. For unit members who qualify for such leave, 30 calendar days' pay is one-tenth of the annual salary.

Due to the complexity of the laws related to military leave and in order to ensure unit members are provided all leave benefits to which they are legally entitled, unit members are encouraged to consult with Human Resources and their union representatives in advance of the need to take military leave.

M. Unpaid Personal Leave

1. Definition

A unit member may, in the sole discretion of the District, and without creating precedent be granted an unpaid leave of absence for up to one (1) year for reasons satisfactory to the District and not enumerated elsewhere in this Article.

2. Procedure

- a. The unit member shall submit a request to the Superintendent or his/her designee, including the reasons and any supporting information related thereto, and the duration of the length of the requested leave.
- b. Requests for leaves of five (5) working days or less shall be submitted at least five (5) working days in advance of the proposed commencement of the leave, or as soon after such notice date as possible, and may be granted or denied by the Superintendent or his/her designee, whose decision shall be final.
- c. All requests for leaves in excess of five (5) working days shall be submitted at least eight (8) working days prior to the regular Board of Education meeting occurring before the proposed commencement of the leave, and may be granted or denied by the Board of Education, whose decision will be final.
- d. In those instances where an emergency situation is deemed to exist, the Superintendent may recommend a waiver of the above time requirements.

3. Return to Service

- a. Unit members who are on extended unpaid leave that expires during the school year must, in order to retain their right of return, notify the District of their intention to return at least forty-five (45) days prior to the expiration of the leave.
- b. Those unit members who are on extended unpaid leave that expires at the end of the school year must give such notice no later than January 15 of that school year.

- c. The District shall give notice of this requirement at least thirty (30) days prior to the above-mentioned deadlines.

N. Family Care Leave

1. Definition

A unit member who has been employed by the District a minimum of one (1) year, and who has worked at least 1,250 hours during the 12-months prior to the start of leave, shall be eligible to take an unpaid Family Care and Medical Leave ("FCML") pursuant to Family and Medical Leave Act ("FMLA") and/or California Family Rights Act ("CFRA"). Eligible unit members may take FCML for the following qualifying reasons:

- a. (FMLA only) Unit member's own serious health condition (including pregnancy/childbirth related conditions)
- b. (CFRA only) Unit member's own serious health condition (other than pregnancy/childbirth related conditions)
- c. (FMLA/CFRA) To care for a unit member's spouse; child under 18 years of age, child 18 years or older and incapable of self-care because of a mental or physical disability, or parent due to his/her serious health condition.
- d. (CFRA only) To care for a unit member's grandparent, child 18 years or older regardless of disability or dependency status, grandchild, parent-in-law, sibling; registered domestic partner, designated person who is related to the unit member by blood or whose association with the unit member is the equivalent of a family relationship (limited to one such designated person per 12-month period), due to his/her serious health condition.
- e. (FMLA/CFRA) A qualifying exigency arising out of the fact that a unit member's family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Family member on covered active duty includes spouse, parent, or child of any age.
- f. (FMLA/CFRA) To care for a unit member's spouse, son or daughter, parent, next of kin (FMLA only), who is a covered servicemember with a serious injury or illness.

2. Days of Entitlement

- a. The unit member shall be entitled to take a total of twelve (12) workweeks of unpaid leave in a twelve (12) month period. The twelve (12) months is measured forward from the first date the leave is used.
- b. Unit members shall be required to use any applicable personal necessity leave, sick leave, industrial accident and illness leave, or extended illness leave, and such paid leaves shall run concurrently with FCML under this section.

3. Procedure

- a. If the unit member's need for FCML is foreseeable, thirty (30) days' advance notice must be given. For unforeseeable circumstances, reasonable and practicable notice shall be given.
 - b. The unit member shall submit a written request for FCML on the correct District form to his/her supervisor, who shall forward it immediately to the Human Resources Department in order to expedite finding a substitute, if required.
 - c. The District will require medical certification for a health care provider to support FCML requests either to care for a unit member's seriously ill family member or due to a serious health condition that makes the unit member unable to perform the functions of his/her job. The unit member must provide such certification within fifteen (15) calendar days, unless it is not practicable to do so under the circumstances. Certification of a Healthcare Provider forms are available in the Human Resources Department.
 - d. During the FCML period, the employee shall retain employee status with the District, and the leave shall not constitute a break in service for purposes of longevity, seniority, or any employee benefit plan eligibility. A unit member taking this leave shall continue to be eligible to participate in health plans, pension, and retirement plans, and other benefit plans to the same extent under the same conditions as apply to any unpaid leave, with the exception that the District shall continue to make tenths contributions for health insurance benefits while the employee is on FCML. Any contribution made by the unit member to health benefit premiums will still be the responsibility of the unit member.
4. Exceptions
- a. A unit member may be required to extend leave through the end of the semester if he/she would otherwise have returned within the last two (2) or three (3) weeks of the semester's end, depending on the date on which the leave commenced and the duration of the leave.
5. If a unit member wishes to take intermittent leave and that leave would cause the unit member's absence from his/her assignment more than twenty percent (20%) of the time, the unit member may be required either to take continuous leave throughout the treatment period or to be placed in an equivalent position that would not be disruptive to the assignment.
6. Return to Service
- a. A unit member who is on long-term FCML shall notify the District of their intention to return at least ten (10) days prior to their return to service or the expiration of the leave.
 - b. Unit members whose FCML expires at the end of the school year shall notify the District of their intention to return no later than June 30 of that school year.

- c. As a condition of returning to work for a unit member who has taken leave due to his/her serious health condition, the District will require certification from a health care provider that the unit member is fit for duty.
7. (The District, in providing this leave benefit, shall comply with both the regulations of the California Family Rights Act and the Federal Family Medical Leave Act. The least restrictive language applicable to the employee in either the State or Federal Act shall be used in cases where there is a conflict in language between the two.)
8. Child Bonding Leave
- a. As provided by Education Code section 44977.5, employees shall be entitled to paid parental leave as set forth in this section.
 - b. For purposes of this section, "parental leave" shall be defined as leave for reason of the birth of the employee's child, or the placement of a child with the employee for adoption or foster care within twelve (12) months of the birth or placement.
 - c. Employees shall be entitled to use all current and accumulated sick leave for parental leave, for a period of up to twelve (12) workweeks.
 - d. When an employee has exhausted all current and accumulated sick leave and continues to be absent on account of parental (child-bonding) leave under CFRA (Government Code section 12945.2), he/she shall be entitled to receive substitute differential pay for the remainder of the 12 workweeks. The employee shall be paid no less than 50% of his/her regular salary for the remaining portion of the 12-workweek period of parental leave. In order to receive substitute differential pay, the employee must have been employed by the District for at least 12 months, which need not be consecutive.
 - e. Any leave taken under this section shall count against any entitlement to child-bonding leave under FMLA and CFRA. The aggregate amount of leave taken under this section, FMLA, and CFRA shall not exceed twelve (12) workweeks in any twelve (12) month period.
 - f. An employee shall not be entitled to more than one (1) twelve (12) week period for parental leave in any twelve (12) month period. If both parents work for the District, each is entitled to twelve (12) workweeks of leave for the birth or placement for adoption or foster care of a child.
 - g. Leave under this section shall be in addition to any leave taken for pregnancy or childbirth-related disability.
 - h. An employee shall give at least thirty (30) calendar days' notice of the birth of a child and intent to take parental leave under this section. Leave shall be taken in increments of at least two (2) weeks' duration except on two (2) occasions. Leave under this section must be completed within twelve (12) months of the birth of the child or placement for adoption or foster care.

O. Catastrophic Sick Leave Donation Plan

1. Definition

Catastrophic illness or injury shall be defined as any illness or injury that incapacitates a unit member or a member of the unit member's family, as defined in Article XII.I.1.b., for over ten (10) consecutive duty days which requires the unit member to take time off work. A unit member who qualifies for a catastrophic injury or illness leave may not draw upon such leave until exhaustion of all fully paid leave.

2. Days of Entitlement

- a. A unit member may donate up to five (5) days of sick leave per year to a catastrophic leave plan subject to the terms and provisions of this section. Sick leave which is donated under this section shall be deducted from the accrued sick leave authorized under Article XII C.
- b. Only a unit member who has completed two (2) or more years of service to the District, who, as a result of a catastrophic illness or injury, as defined above, has exhausted all fully paid leave, may request and utilize the leave provided. No such leave may be drawn for an injury or illness which arises out of employment.
- c. In the event that the unit member has exhausted all fully paid sick leave during the catastrophic event, the donated time will apply immediately after exhaustion of such sick leave.

3. Procedure

- a. Unit members wishing to solicit donations of sick leave shall provide the Assistant Superintendent of Human Resources with a written request to participate in the program. The request shall include a description of the injury or illness necessitating the request and probable length of absence from work. Family members or association representatives may draft a request in cases where injury or illness prevents the unit member from completing a request. The above information shall be confidential in nature and for human resources department use only.
- b. The District shall publish and post a request for donation notice at each District work site. The notice shall specify a window period for receipt of donations of fifteen (15) work days from the date the notice is published. The notice shall include the name of the requesting unit member and work site. The nature of their injury or illness will be provided if written authorization is received directly from the unit member and/or family representative.
- c. Unit members may donate up to a maximum equivalent of five (5) days of sick leave per year. Unit members may not donate sick leave if, as a result of the donation, their balance of accumulated sick leave falls below twenty (20) days. Donations of sick leave shall be submitted to the District Human Resources department on a form provided by the District. Donations shall be transferred in equal amounts from those who contributed to the leave balance of the unit member requesting the donations, regardless of the salary of employees donating and receiving donations. The District shall provide employees donating leave with a verification of sick leave days transferred to the requesting unit member. Unused donation days will be returned to the donor.

- d. Unit members receiving donations shall be limited to a maximum of sixty (60) days within one school year or per catastrophic event. Donated sick leave shall be deducted one day at a time from each participating MTA bargaining unit donors, rotating through each in alphabetical order, starting at the beginning of the alphabet in odd years and the end of the alphabet in even years, until the designated sick leave has been depleted.

ARTICLE XIII - EARLY RETIREMENT OPTION: REDUCED WORKLOAD

- A. A unit member who qualifies under this Article and the provisions of Education Code Section 22713 may request a reduction in workload from full-time to part-time duties with continued STRS (State Teachers Retirement System) credit as if he/she were employed on a full-time basis and based upon the salary the unit member would have received if employed on a full-time basis.
- B. The unit member requesting the reduced workload option outlined in this Article must submit such a request, in writing, to the Human Resources Department, no later than April 1 of the year prior to the year the reduced workload would take effect.
- C. The District shall grant or deny such requests based upon criteria such as:
 - 1. Qualification under Education Code provisions.
 - 2. District staffing needs and limitations.
 - 3. A maximum limit of five (5) employees working under the provisions of this Article in any one (1) year.
- D. The requirements for participation under this reduced workload shall be:
 - 1. The option of part-time employment shall be exercised at the request of the unit member and shall be revoked during any given school year only with the mutual consent of the employer and the unit member.
 - 2. The unit member shall have been employed full time in a position requiring membership in STRS for at least ten (10) years of which the immediately preceding five (5) years were full-time employment.
 - 3. During the period immediately preceding a request for a reduction in workload, the unit member shall have been employed full time in a position requiring membership in STRS for a total of at least five (5) years without a break in service.
 - a) For purposes of this subdivision, sabbaticals and other approved leaves of absence shall not constitute a break in service;
 - b) Time spent on a sabbatical or other approved leave of absence shall not be used in computing the five-year full-time service requirement.
 - 4. The unit member shall have reached the age of 55 prior to reduction in workload.
 - 5. The period of such part-time employment shall not extend beyond the end of the school year during which the unit member reaches his/her 70th birthday.

6. The period of such part-time employment shall be granted on a year-to-year basis and shall not exceed five (5) years total.
7. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the unit member's contract of employment during his/her final year of service in a full-time position or one-half the hours of daily service for a full-time school year.
8. The unit member shall be paid a salary that is the pro rata share of the salary the unit member would be earning had he/she not elected to exercise the option of part-time employment.
9. Prior to the reduction of a unit member's workload under this section, the District personnel responsible for the administration of this program, in conjunction with the administrative staff of the State Teachers' Retirement System and the Public Employees' Retirement System, shall verify the eligibility of the application for the specifically proposed workload program.
10. The unit member shall contribute to the Teachers' Retirement System the amount that would have been contributed had the unit member been employed full time.
11. The District shall contribute to the Teachers' Retirement System an amount which when added to the required unit member contributions is equal to the product of the contribution rate for additional service credit and the current salary that would have been paid to the unit member had the unit member been employed full time.
12. The District, as prescribed in EC22713, shall maintain the necessary records to separately identify each unit member receiving credit pursuant to this section.
13. The unit member on reduced workload shall have the option of purchasing, at his/her own expense, District health plan benefits if such are not provided by regulations set forth in other sections of this Agreement.

ARTICLE XIV - CLASS SIZE

- A. The District shall make every reasonable effort to meet the following pupil/teacher ratio goals subject to the constraints of fluctuating enrollment, staff availability and qualifications, plant and classroom limitations, student transportation problems, avoidance of double sessions, special pupil needs such as concentrations of educationally disadvantaged students, innovations in methods and programs, and financial ability.
1. T/K: No class size exceeding 24 pupils.
 2. Grades Kindergarten-3: The District's goal is no class size exceeds 24 pupils. In the K-3 grade span, any class exceeding 25 pupils, the teacher shall be compensated (\$300 a trimester /\$5 a day per student). The district will maintain the grade span adjustment (GSA) of 24.2 as part of this process.
 3. Grades 4-8: District-wide average of 30 pupils per class, with no class size exceeding 35 pupils.
 4. Grades 9-12: District-wide average of 30.5 pupils per class, with no class size exceeding 35 pupils.
 5. Multi-level class goal: District-wide average and class size maximum shall not exceed the highest of the goal figures for the respective grade levels.
 6. Special Education class goal: The RSP class size maximum shall not exceed 28. The SDC class size shall not exceed 18.
 7. Physical Education class goal grades 6-12: Master schedule development shall include an analysis of the impact on PE class sizes. Classes beyond 45 shall be analyzed and every possible solution shall be explored to reduce class size to 45 or below.
 8. Continuation School: Site average of 18 pupils per class, with no class size exceeding 20 pupils.
- B. Excluded from the above goals and desired maximums are classes in instrumental or vocal music, situations in which two (2) or more individual classes are assembled together for special instructional purposes, modular or team-teaching situations, or any other similar situations, and also any "over-ratio" class for which the teacher or faculty involved so requests in writing.

- C. In situations where the class sizes exceed the desired maximums described above and where adjustments of class assignments are necessary, the school administrators shall provide opportunity for affected unit member input prior to final class leveling. Administrators shall have fifteen (15) school days to balance classes and to address the class size norms outlined above prior to unit members engaging in the formal complaint process.
- D. In any situation where the class size exceeds the above goals and/or desired maximums, the following shall be the designed procedure for redress:
 - 1. If a concern exists, the unit member may submit a written statement of the concern to the Principal, who shall provide a written acknowledgment of receipt of the complaint within three (3) school days and provide a written response within six (6) school days from the receipt of the complaint.
 - 2. If the unit member is not satisfied with the response from the Principal, the unit member may send a copy of the original statement of concern and response from the Principal to the Superintendent/Designee.
 - a) The Superintendent/Designee shall provide a written acknowledgment of receipt of the complaint within six (6) school days, and will make a sincere effort to rectify the problem with the means at their disposal, and respond in writing within ten (10) school days from receipt of the complaint. The decision of the Superintendent/Designee shall be final.
- E. Class size counts by school shall be available to the Association monthly, upon request.

ARTICLE XV - SAFETY CONDITIONS

A. District

1. The District shall provide a place of employment that is as safe as the nature of the employment, assigned duties, available personnel, facilities and finances reasonably permitted.
2. Upon notification, the District shall make reasonable efforts to investigate, eliminate, and/or correct any reported unsafe or unhealthful conditions in an expeditious manner, as far as resources permit.
3. As outlined in Ed Code 49079, the District will make every reasonable effort to inform teachers of students who have recently demonstrated violent propensities.

B. Unit Members

1. A unit member shall notify the site administrator of any existing or potentially unsafe or unhealthful condition that comes to his/her attention.
2. A unit member shall not be required to perform duties under conditions:
 - a) Which pose an immediate threat of serious bodily harm,
 - b) Which pose a substantial health, and/or
 - c) Which cannot be remedied through reasonable action of the unit member.
3. A unit member shall perform duties as outlined in the District Emergency Procedures Handbook in cases of emergency.

C. Safety Committee Procedures

1. After a reasonable amount of time, unresolved health and/or safety concerns shall be reported to the School Safety Committee, which shall include at least one (1) unit member.
2. The School Safety Committee shall: (a) review the concerns and (b) submit recommendations, as appropriate, to the District Safety Committee, as outlined in Board Policy 3580 (1978).
3. The District Safety Committee shall report to the Superintendent, at least once annually (or more often as necessary), regarding unresolved health and/or safety concerns and recommended solutions.
4. The Superintendent shall report to the Board of Education at least once annually concerning the unresolved health and/or safety issues and recommendations presented by the District Safety Committee.
5. The Board of Education shall consider the recommendations of the District Safety Committee when setting budget priorities for the coming school year.

D. Classroom Control

1. A copy of any Board policies or administrative procedures in effect regarding student discipline, corporal punishment, and suspensions shall be made available to each unit member, and updated as changes occur.
2. Nothing contained in this Agreement shall be deemed as waiving the statutory rights of a unit member to suspend a student.

E. Personal Property Damage

Reimbursement for the repair or replacement of personal property shall be processed according to Board Policy 3532.2, as amended August 1985.

ARTICLE XVI - HOME HOSPITAL AND SUMMER SCHOOL/ PERSONNEL

A. Coverage

This Article covers only those Home Hospital and Summer School employees who are unit members represented by the Association pursuant to Article II (Recognition) of this Agreement.

A. Applicable Articles of the Agreement

1. This Agreement shall generally apply to the above-described unit members, except that the following articles are not applicable:
 - a) Article VIII (Hours of Employment);
 - b) Article IX (Transfers);
 - c) Article X (Evaluation Procedures);
 - d) Article XII (Leaves of Absence); and
 - e) Article XIV (Class Size).

B. Holiday Pay

The unit members covered in this Article shall not receive wages for holidays.

C. Summer School Teacher Selection

1. All unit members shall be offered the opportunity to apply for summer school teaching assignment openings.
2. The intent of the summer school teacher selection process shall be to provide the strongest possible summer school program for students and to provide fair, equitable access to summer school assignments for all qualified unit member applicants.
3. In order to provide for a fair, equitable selection process, the following criteria shall be considered, in the following order of importance:
 - a) Credential authorization;
 - b) Special skills/certification (bilingual, special education, etc.);
 - c) Special skills or interests that match the summer school/intersession program goals;
 - d) Recommendations from current supervisors;
 - e) In order to provide balanced representation, the following shall be considered (not in the order of importance; all apply):
 - (1) Each school (per level--elementary/middle/high school)
 - (2) Ethnic groups/gender
 - (3) The full range of employee longevity (long-term to recently hired)
 - (4) Unit members hired previously for summer school and those seeking their first assignment.

4. Unit members who have signed employment contracts for the coming year shall have selection priority over unit members who are not returning the following year or who are on a long-term substitute assignment.
5. Summer school applicants who are not selected may elect to serve on a substitute basis, as needed, during summer school
6. Summer school applicants for a program run by another agency (e.g., Citrus College) shall be subject to selection rules applied by that agency, as well as those listed above, where applicable.

ARTICLE XVII - ADULT EDUCATION

A. Coverage

This article covers regular contract certificated personnel (unit members) assigned to adult education and teachers teaching 10 or more hours weekly for at least 30 consecutive work weeks. The contract language in this article, specifically referring to adult education certificated personnel shall supersede general contract language wherever applicable.

B. Applicable Articles of The Agreement

1. This Agreement shall generally apply to the above-described unit members, except that the following articles are not applicable:
 - a. Article VIII (Hours of Employment);
 - b. Article IX (Transfers);
 - c. Article XIV (Class Size)
 - d. Article XIX (Professional Growth Programs)

C. Classification of Unit Members

1. Thirty (30) hours per week is considered a full-time assignment for an adult education unit member.
2. Permanency
 - a. Eighteen (18) hours or more per week must be worked in order to receive permanency. Permanency may be attained, beginning at eighteen (18) hours per week and for no more than thirty (30) hours per week.
 - b. In order to attain permanency, an adult education unit member must be teaching no less than 18 hours per week and must have served for at least seventy-five (75%) of the adult school year for two (2) consecutive school years (excluding summer session).
 - c. Permanency shall be based on service as is equivalent to the average number of hours per week which employees have served during their probationary years. It is not the intent of the district to reduce the hours of second year probationary employees for the sole purpose of disallowing attainment of permanent status. Employees who have attained permanency at a level below 30 hours and who have subsequently sustained an increase of hours over a two-year period shall have their level of permanency increased pursuant to the average of the last two (2) years.
 - d. Unit members with permanency in the adult education program who become eligible for permanency in the K-12 program, must at the time of being eligible elect as to whether permanency is with the K-12 program or adult education.
 - e. K-12-unit members who have permanency may not simultaneously obtain permanency in adult education.

3. Probationary: Adult education unit members shall be probationary during the second of two (2) consecutive years in which they are teaching at least eighteen (18) hours per week for 30 consecutive work weeks.
4. Temporary: Adult education unit members shall be temporary if they are teaching fewer than eighteen (18) hours per week.
5. Seniority for adult education unit members shall be based on the date of obtaining probationary status.
6. Substitutes – Qualified teachers who are temporarily replacing a unit member on sick leave may be selected at the discretion of administration. Such substitutes shall not be assigned to open positions for more than 75% of a year.

D. Assignment

1. Adult education assignments are based upon enrollment and attendance of voluntary students.
2. Assignments and reassignments shall be made in such a manner that permanent unit members shall be retained to render any service to which their seniority and qualifications entitle them within their level of permanency.
 - a. Unit members will be notified of their assignments thirty (30) days prior to the beginning of each regular session, including summer session.
 - b. Unit members may request a change of assignment by giving written notification to their supervisor forty-five (45) days prior to the beginning of the next regular session, including summer session.
3. Class offerings will be adjusted as attendance increases or decreases.
 - a. First consideration of additional assignments above a unit member's level of permanency shall be given to permanent unit members whose most recent evaluation reflects ratings of "M" or "E" before other applicants are considered.
 - (1) If a permanent unit member is not selected for a requested additional assignment, he/she may request a conference with his/her supervisor and shall be given reasons for non-selection.
 - (2) The supervisor shall not act in an arbitrary, capricious or malicious manner when considering and making selections for additional assignments. When there is a reduction in adult school class offerings, a permanent unit member's assignment may not be reduced while any probationary, temporary or less senior unit member maintains an assignment for which the permanent unit member is authorized.
 - (1) When a reduction of hours is proposed for any reason other than low enrollment, a temporary or probationary unit member shall be notified at least five (5) working days prior to the proposed schedule change.
 - (2) Written notification of any reduction and reasons shall be given to the unit member.
 - (3) The supervisor shall not act in an arbitrary, capricious or malicious manner when determining and applying any reduction of hours.

4. When altering a unit member's work hours (e.g., day-to-evening or evening-to-day), the unit member will be notified at least five (5) working days prior to the proposed schedule change. Written notification of the change and reasons shall be given to the unit member. The supervisor shall not act in an arbitrary, capricious or malicious manner when proposing changes in work hours.
5. Posting of instructional and/or non-instructional openings – A notice of each adult education instructional and non-instructional opening shall be posted at each district site, Pre-K through adult education, as it occurs.
 - a. Openings shall not be filled prior to ten (10) days after the posting of such notice.
 - b. Priority consideration shall be given to permanent adult education unit members.
6. Notice of non-instructional, limited-term opportunities – When non-instructional, limited-term opportunities become available, all adult education unit members will receive written notification of such opportunities in their individual mailboxes.
 - a. Opportunities shall not be assigned prior to ten (10 days) after notification to unit members.
 - b. Priority consideration shall be given to permanent adult education unit members.

E. Sick Leave

With respect to Sick Leave (Article XII, Leaves of Absence), adult education unit members shall accumulate one (1) hour of sick leave per every twenty-two (22) hours worked.

F. Catastrophic Sick Leave

1. Definition

Catastrophic illness or injury shall be defined as any illness or injury that incapacitates a unit member or a member of the unit member's family, as defined in Article XII.I.1.b., for over ten (10) consecutive duty days which requires the unit member to take time off work. A unit member who qualifies for a catastrophic injury or illness leave may not draw upon such leave until exhaustion of all fully paid leave.

2. Days of Entitlement

- a. A unit member may donate up to 37.5 hours of sick leave per year to a catastrophic leave plan subject to the terms and provisions of this section. Sick leave which is donated under this section shall be deducted from the accrued sick leave authorized under Article XII C.
- b. Only a unit member who has completed two (2) or more years of service to the District, who, as a result of a catastrophic illness or injury, as defined above, has exhausted all fully paid leave entitlement, may request and utilize the leave provided. No such leave may be drawn for an injury or illness which arises out of employment.
- c. In the event that the unit member has exhausted all fully paid sick leave during the catastrophic event, the donated time will apply immediately after exhaustion of such sick leave.

3. Procedure

- a. Unit members wishing to solicit donations of sick leave shall provide the Associate Superintendent of Human Resources with a written request to participate in the program. The request shall include a description of the injury or illness necessitating the request and probable length of absence from work. Family members or association representatives may draft a request in cases where injury or illness prevents the unit member from completing a request. The above information shall be confidential in nature and for human resources department use only.
- b. The District shall publish and post a request for donation notice at each District work site. The notice shall specify a window period for receipt of donations of fifteen (15) work days from the date the notice is published. The notice shall include the name of the requesting unit member and work site. The nature of their injury or illness will be provided if written authorization is received directly from the unit member and/or family representative.
- c. Unit members may donate up to a maximum equivalent of 37.5 hours of sick leave per year. Unit members may not donate sick leave if, as a result of the donation, their balance of accumulated sick leave falls below two (2) years of sick leave based upon the hours of their level of permanency. Donations of sick leave shall be submitted to the District Human Resources department on a form provided by the District. Donations shall be transferred in equal amounts from those who contributed to the leave balance of the unit member requesting the donations, regardless of the salary of employees donating and receiving donations. The District shall provide employees donating leave with a verification of sick leave days transferred to the requesting unit member. Unused donation days will be returned to the donor.
- d. Unit members receiving donations shall be limited to a maximum of 360 hours within one school year or per catastrophic event. Donated sick leave shall be deducted one day at a time (based on the donor's hourly day), from each participating MTA bargaining unit donor, rotating through each in alphabetical order, starting at the beginning of the alphabet in odd years and the end of the alphabet in even years, until the designated sick leave has been depleted.

G. Salary

1. Schedule

- a. Adult education unit members shall be paid according to the Specialized Program/Adult Education Salary Schedule.
- b. Unit members teaching Adult Education courses shall be paid the hourly rate on Column A of the Specialized Program Hourly Rate Schedule for the first year of such service.
- c. Upon completion of each year with ten (10) hours/week service or more, unit members shall advance to the next column. (This section effective September 1991.)
- d. Unit members who work fewer than ten (10) hours/week but at least 100 hours/year for two (2) consecutive years shall advance to the next column at the beginning of the year, following the two-year period.

- e. Such advancement shall be implemented at the start of the next fiscal year after which the hours have been accumulated.
 - f. Unit members teaching K-12, fee-based classes shall be paid at the same rate as the Summer School Hourly Rate Schedule.
 - g. Such unit members must submit a time report to the district per district guidelines, signed by the unit member's immediate supervisor who is not a unit member.
2. Holiday Pay
- a. Adult education unit members who have classes five (5) days per week or who teach 17.5 hours or more per week shall receive their regular wages for legally scheduled holidays which fall on a regularly assigned workday; however, they shall not receive wages for Winter and Spring recess days or Saturday class days which are not legal holidays.
 - b. Adult education unit members shall be permitted, where feasible, to reschedule classes which fall on legally-scheduled holidays or winter and spring recess days to non-holidays.
 - c. Longevity (insert in K-12 contract)
3. Adult education hourly wage unit members shall receive longevity increments according to the following schedule: (Subject to increases according to Article XX.C.5.) Unit members who have permanency at thirty (30) hours per week for 15 years:

Completion of	Longevity Bonus (As of Feb. 2007)
15 years	\$662
20 years	\$1,324
25 years	\$1,986

- a. Unit members who have attained permanency for eighteen (18), but less than thirty (30) hours per week for fifteen years:

Completion of	Longevity Bonus (As of Feb. 2007)
15 years	\$331
20 years	\$662
5 years	\$993

H. Evaluation

All permanent adult education unit members shall be evaluated according to the procedures in Article X.

ARTICLE XVIII - SALARIES AND BENEFITS

A. All eligible unit members shall be compensated for earned step and column.

The Monrovia Unified School District ("District") and the Monrovia Teachers Association ("MTA"), in a covenant of openness and trust, have a mutual interest in providing a timely, well-defined, equitable, collaborative, and interdependent decision-making process, which provides competitive wages, salary and benefit packages to our employees within the constraints of available resources. This can be achieved through the use of mutually-agreed upon objective criteria, with the goal of maintaining salaries at the third (3rd) quartile among a sample of comparable school districts.

The District and Association recognize that employee compensation is an integral part of the budget and have a mutual interest in establishing a budget development process that includes input from stakeholders. The District will establish an on-going Budget Advisory Committee to give input into the budgeting process (both in good times and in bad) with representatives from MTA, CSEA and District negotiations members and all other unrepresented employee groups. This Budget Advisory Committee will schedule meetings in October, March and May of every school year.

B. Salary Schedules

Unit members shall be compensated in accordance with the appropriate salary schedules in Appendices A - H. Bargaining unit members will receive an annual notification of placement on salary schedule; sick leave balance, tentative assignment, and completed service years.

C. Placement on Salary Schedule

1. Credit for service outside the District shall be allowed on the monthly salary schedule at the rate of one (1) increment (step) for one (1) year of full-time comparable public-school service in the United States, and one (1) increment for every year of full-time private school experience providing the private school is State-accredited and the educational program is equal to that which is carried out in public schools.
2. For positions that do not necessarily require previous classroom experience, the District shall, beginning in 1986-1987, evaluate previous related service/experience in relation to the job requirements and grant appropriate initial placement credit.
3. For the purpose of this Section, a unit member who served at least seventy-five percent (75%) of the number of days the regular schools of the prior District of employment were in session shall be deemed to have served a complete year.
4. Employment as a day-to-day substitute shall not be used in computing years of service for salary placement or advancement.

5. All course work approved for initial placement must be verified by official transcripts.
6. Obtaining official transcripts is the responsibility of the unit member.
7. All transcript verifications must be received within thirty (30) days of the signing of the unit member's initial contract and failure to do so may result in the District's withholding salary warrants until such documents are received or in making any due salary increase effective the month following the submission of transcripts.
8. Earned degrees received and units of study in an accredited institution of higher learning shall be allowed for initial placement and subsequent horizontal movement on the salary schedule as provided hereinafter.
9. The accreditation status of a college, university, or private school at the time of the unit member's enrollment therein shall prevail.
10. Credit shall be allowed for degrees or graduate units from institutions outside of the U.S. if the degree(s) or unit(s) are evaluated and officially validated by an accredited college or university in the U.S.
11. Units earned prior to Bachelor's Degree shall not be considered for salary placement; however, beginning in 1986-87, graduate units (from U.S. colleges and universities only) which were earned no earlier than one (1) year prior to Bachelor's Degree shall be considered for initial salary placement. (Out-of-country units earned prior to Bachelor's Degree shall not be considered for salary placement.)

D. Advancement on Salary Schedules

1. Vertical Movement
 - a. All unit members shall advance one (1) vertical step on the salary schedule for each year of service, except those whose placement is at the maximum step for their class; unit members working fifty percent (50%) or less advance one (1) vertical step for each two (2) years of service.
 - b. In order to qualify as a year of service, the unit member must have served at least seventy-five percent (75%) of the regularly assigned annual days of service for that year.
 - c. In no case shall a unit member advance more than one (1) salary step per year, even if he/she was earlier frozen at a particular step due to failure to meet all existing requirements.
2. Horizontal Movement: Course Credit
 - a. Unit members may apply earned course credits to move up to two (2) columns per year on the salary schedule.
 - b. Course credit for salary placement and movement shall be given only for approved post-graduate, upper division or graduate course work taken at four-year colleges, universities or graduate schools which are accredited by a regional accrediting commission comparable in status to the Western Association of Schools and Colleges.
 - 1) Semester hours (units) as defined by the particular accredited college or university will be accepted for placement and advancement on the salary schedule.
 - 2) Quarter hours (units) shall be converted to semester hours (units) by multiplying the total of such hours (units) by two-thirds (2/3).

- c. If a unit member believes that participation in a lower division course will be of direct benefit to the District and that a similar benefit is not available at an upper division or graduate course level, he/she may petition the District for a waiver to receive advancement credit.
 - 1) Waiver petitions shall include the title of the course and reasons for the waiver request.
 - 2) Beginning in 1986-87, lower division units will be credited at two-thirds (2/3) the assigned unit value, unless determined to be in subject areas of special need by the District, in which case they shall receive full credit.
- d. Course credit for salary advancement purposes shall be given only for subject matter courses that are related to the unit member's current or anticipated assignment.
- e. All courses for which a unit member intends to receive salary credit must be approved by the District prior to enrollment, but such approval shall not be unreasonably denied.
- f. Courses shall have an in-class instructor contact time equal to ten (10) hours per quarter unit or fifteen (15) hours per semester unit and out-of-class responsibilities which approximate two (2) hours for each one (1) hour of in-class time, and including such academic assignments as:
 - 1) Term papers,
 - 2) Projects,
 - 3) Prescribed reading,
 - 4) Analysis of data,
 - 5) Research,
 - 6) Development of research, and
 - 7) Field work.
- g. A maximum of one and one-half (1-1/2) quarter units or one (1) semester unit may be earned in any one (1) weekend.
- h. A maximum of three (3) semester units may be earned in approved correspondence, video, and audiocassette courses in any five (5) year period.
- i. Examples of courses that shall not receive credit are:
 - 1) Courses offered by non-accredited institutions.
 - 2) Courses taken at institutions outside the U.S., unless such units are evaluated and officially validated by an accredited U.S. college or university.
 - 3) Courses whose primary thrust is travel, except where the District determines that there is a high degree of correlation between the particular travel and the unit member's assignment or the needs of the District. (No more than three (3) units of such travel courses shall be approved except under special circumstances approved by the District.)
 - 4) Courses/units in excess of what the District believes the individual can reasonably take and still have his/her regular position receive primary attention.
 - 5) Courses audited or otherwise taken for non-credit.
 - 6) Courses taken in the armed services unless taken in conjunction with an accredited college or university.

j. Units recognized under this Section shall not include units earned during hours when teachers are being regularly compensated by the District or when teachers are attending institutes or in-service training at District expense.

k. Hourly Compensation

Unit members' hourly rate is based on .1% of A1 of the Certificated Salary Schedule.

E. Stipends

1. Stipend for Earned Doctorate

a. Unit members with earned Ph.D. or Ed.D. degrees from a United States regionally accredited college or university shall receive a stipend of \$100 per pay period (tenthly).

b. Other types of earned doctorates from regionally accredited U.S. colleges or universities may be accepted under this section if the District determines that there is a relationship between the doctorate specialization and the unit member's assignment and/or the needs of the District. (Example: J.D. or M.D. degrees)

c. Doctorates from institutions outside of the U.S. may be acceptable if evaluated and deemed equivalent by an accredited college or university in the U.S.

2. Supplemental Stipends

Stipends shall be paid in accordance with the Stipend Schedule in Appendix H. Any change to the stipend schedule must be negotiated.

F. Health Benefits

1. The District maximum benefit contribution shall be negotiated annually:

a. One-hundred percent (100%) tenthly for regular full-time unit members.

b. Seventy-five percent (75%) tenthly for regular unit members who work six (6) hours per day.

c. Sixty-two and one-half percent (62.5%) tenthly for regular unit members who work four to five (4-5) hours per day.

2. The District maximum annual benefit contribution shall be used to pay the actual cost of medical plans offered by the District unless a unit member can provide written proof that such coverage is provided for them elsewhere.

3. Unit members hired in 1992-93 and subsequent years who do not elect coverage in District-provided medical plans must provide proof of medical coverage elsewhere. Insurance premiums for other than District-offered medical plans will be paid at the employee's expense and are not eligible for District contribution.

4. General rules and procedures regarding health benefits:

a. All unit members shall be required to enroll in one of the medical programs or supply the District with written proof of outside coverage.

b. Currently existing designations of a medical program shall continue in effect unless changed during an open enrollment period mutually agreed upon by the Association,

- District and the carrier but changes solely in the designation of dependent coverage shall be permissible in any manner prescribed by the unit member's existing carrier.
- c. The District may take immediate action to provide equivalent or substantially equivalent replacement programs should any program be terminated by a carrier during the term of this Agreement, subject to subsequent negotiations with the Association.
 - d. Unit members who work a complete school year shall be covered by the applicable Plans effective through the last day of September.
 - e. If the unit member terminates on or before the 15th of the month, the insurance coverage will terminate at the end of the month. If the unit member terminates after the 15th, the insurance coverage will terminate at the end of the following month. If the unit member terminates at the end of the school year, their insurance coverage terminates as of September 30 of that calendar year.
 - f. If the unit member is employed on or prior to the 15th of the month, their insurance coverage will begin the following month. If the unit member is employed after the 15th of the month, their insurance coverage will begin the second month.
 - g. The District's obligations under this Article are limited to the payment of the above-indicated sums.
 - 1) All terms and conditions of the various programs available pursuant to this Article are to be determined by the carriers' respective plans.
 - 2) All disputes concerning such matters are to be resolved between the carrier and the unit member and are not subject to the grievance and arbitration procedures of this Agreement.

G. Salary and Medical Plan Rules

1. General

- a. Unit members who serve less than the required annual number of working days for regular full-time personnel in their assignment shall receive salary in the ratio that the number of days actually served bears to the total number of annual working days for that assignment.
- b. Notwithstanding the above, unit members who serve for one (1) full school semester shall receive not less than one-half the annual salary applicable to their column and step, as set forth on the annual salary schedule.
- c. Salary warrants for regular unit members shall continue to be issued on or before the last working day of each month, with appropriate deductions.

2. Payroll Deductions

- a. Mandatory deductions from gross earnings are those required by law and include Federal and State Income Tax and State Teachers Retirement system.
- b. Optional deductions are those deductions the unit member may elect to have taken from his/her gross earnings for items and services that are, from time to time, made available to unit members by the Board action.
 - 1) Optional deductions may be initiated in writing by the unit member.

- 2) This authorization shall remain in effect continuously until the District receives from the unit member written notice withdrawing the authorization for the deduction.

H. Reemployment

1. Unit members who resign and are subsequently reemployed within thirty-nine (39) calendar months of last paid service, shall be restored to their previous schedule status.
2. Under any other circumstances, unit members who resign from the District, and are subsequently reemployed, will be placed on the monthly salary schedule in a position no higher than the current maximum initial placement step, their previous experience notwithstanding.

ARTICLE XIX - SEPARABILITY AND SAVINGS

A. If any provision of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by an tribunal of competent jurisdiction pending a final determination as to its validity, then the parties agree as follows: All other provisions of the Agreement, and all applications of the subject Article not affected by the law or tribunal decision, shall not be affected and shall continue in full force and effect.

B. If any such decision or change in law occurs, the parties hereto shall, upon request of either party, commence meeting and renegotiating regarding the provision or provisions affected within ten (10) working days.

ARTICLE XX - ENTIRE AGREEMENT

- A. It is understood that the specific provisions contained in this Agreement shall prevail over present and past District practices, procedures, and regulations and that such practices, procedures, and regulations that are not expressly and explicitly stated in this Agreement are discretionary to the District, except as specified in Section D below.
- B. In the event of conflict between the terms of this Agreement and any Board policies, procedures, or individual contracts of employment, the terms of this Agreement shall prevail.
- C. The Association and the District agree that this Agreement is intended to cover all matters relating to wages, hours and all other terms and conditions of employment, and that during the term of the Agreement neither the District nor the Association will be required to meet and negotiate on any further matters affecting these or any other subjects.
- D. This article is not intended to permit the District to make changes (in violation of the Rodda Act) to past benefits or practices not contained in this Agreement which are within the mandatory scope of bargaining.

ARTICLE XXI - WAIVER LANGUAGE

A. The following Articles in this Agreement shall not be eligible for contract waivers:

1. Agreement
2. Recognition
3. Retained Management Rights
4. Association Rights and Responsibilities
5. Payroll and Deductions/Professional Dues or Fees
6. Grievance and Arbitration Procedures
7. Work Stoppage
8. Discipline and Suspension

In the event that unit members and administrators at a school/site wish to implement a restructuring and/or site-based decision-making proposal that would require the waiving of any provisions of the collective bargaining agreement between the Association and the District, the following steps shall be taken:

1. The Association Site Representative(s) at the school/site shall send a letter to the Association President no later than February 1, outlining the restructuring/site-based decision-making plan, and indicating which provisions of the collective bargaining agreement may need to be waived in order to implement the plan. The Association President shall refer the letter to the Association Bargaining Team for joint review by the District and Association Bargaining Teams.
2. The Association Bargaining Team shall review the letter from the school/site to determine if collective bargaining agreement waivers are necessary to implement the restructuring/site-based decision-making plan.
3. If the Association and District Bargaining Teams determine that one or more provisions of the collective bargaining agreement need to be waived in order to implement the school/site plan, the Association Representative Council shall be informed, and a waiver election shall be conducted by the Association at the school/site as follows:
 - a. Only Association members at the affected school/site shall be eligible to vote in the waiver election. Eligible Association members shall be defined as any bargaining unit member working at that school/site for any part of his/her job description, and who is a member of the Association.
 - b. The election shall be conducted at the school/site according to the procedures established in the Bylaws/Standing Rules.

- c. The Association shall prepare a ballot indicating specifically which sections(s) of the collective bargaining agreement need to be waived in order to implement the school/site plan, the replacement language, the length of the waiver period, which shall not exceed one school year, and asking each eligible member to vote “yes” or “no” on each requested waiver.
 - d. The ballots shall be counted at the Association office by Association members, appointed by the Association President, who do not work at the school/site in which the election took place. School/site Association members may choose an observer to be present during the counting of the ballots.
 - e. If a minimum 75 percent of eligible unit members vote “yes” on the waiver, the waiver shall be approved.
 - f. The Association President shall report the results of the election to the Association and District Bargaining Teams.
4. The process for granting waivers herein shall be completed no later than May 1 of the school year prior to implementation. The Association and District Bargaining Teams shall specify that the waiver applies only to the school/site which conducted the election, that the waiver is valid for only the period specified in the election, which shall not exceed one year. The waiver does not set a collective bargaining precedent or a precedent for any other school/site.
- a. The waiver must be renewed annually by May 1, following the above procedures in section three.

ARTICLE XXII - DURATION AND RENEGOTIATION

- A. This Agreement shall become effective July 1, 2024 upon adoption by the Board of Education (the "Board").
- B. The salary and benefit provisions are, pursuant to their terms, effective per annual agreement, and any salary and benefit payments which are or were not made on a timely basis due to the date of adoption of this Agreement shall be made retroactively by the District as soon as practicable.
- C. All articles of this Agreement may be opened by either party for the purposes of negotiating.
- D. This Agreement shall remain in full force and effect up to and including June 30, 2027.

Appendix A - Certificated Salary Schedule

2024-25

Certificated Salary Schedule (185 days)

	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$48,879	\$52,384	\$55,345	\$58,311	\$62,091	\$65,598
2	\$52,384	\$55,345	\$58,311	\$61,286	\$65,088	\$68,628
3	\$55,345	\$58,311	\$61,286	\$64,245	\$68,093	\$71,649
4	\$58,311	\$61,286	\$64,245	\$67,214	\$71,092	\$74,680
5	\$61,286	\$64,245	\$67,214	\$70,171	\$74,099	\$77,714
6	\$64,245	\$67,214	\$70,171	\$73,136	\$77,109	\$80,741
7	\$67,214	\$70,171	\$73,136	\$76,108	\$80,115	\$83,773
8	\$70,171	\$73,136	\$76,108	\$79,073	\$83,122	\$86,792
9		\$76,108	\$79,073	\$82,044	\$86,118	\$89,822
10			\$82,044	\$85,002	\$89,124	\$92,848
11			\$85,002	\$87,967	\$92,127	\$95,856
12				\$90,932	\$95,110	\$98,906
13					\$98,137	\$101,938
14					\$100,427	\$104,960
15						\$107,252
16-20	\$72,276	\$78,392	\$87,552	\$93,660	\$103,440	\$110,470
21-25	\$75,167	\$81,527	\$91,054	\$97,406	\$107,578	\$114,888
26-30	\$78,174	\$84,788	\$94,696	\$101,303	\$111,881	\$119,484
31+	\$81,301	\$88,180	\$98,484	\$105,355	\$116,356	\$124,263

2025-26

Certificated Salary Schedule (185 days)

	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$48,879	\$52,384	\$55,345	\$58,311	\$62,091	\$65,598
2	\$52,384	\$55,345	\$58,311	\$61,286	\$65,088	\$68,628
3	\$55,345	\$58,311	\$61,286	\$64,245	\$68,093	\$71,649
4	\$58,311	\$61,286	\$64,245	\$67,214	\$71,092	\$74,680
5	\$61,286	\$64,245	\$67,214	\$70,171	\$74,099	\$77,714
6	\$64,245	\$67,214	\$70,171	\$73,136	\$77,109	\$80,741
7	\$67,214	\$70,171	\$73,136	\$76,108	\$80,115	\$83,773
8	\$70,171	\$73,136	\$76,108	\$79,073	\$83,122	\$86,792
9		\$76,108	\$79,073	\$82,044	\$86,118	\$89,822
10			\$82,044	\$85,002	\$89,124	\$92,848
11			\$85,002	\$87,967	\$92,127	\$95,856
12				\$90,932	\$95,110	\$98,906
13					\$98,137	\$101,938
14					\$100,427	\$104,960
15						\$107,252
16-20	\$72,276	\$78,392	\$87,552	\$93,660	\$103,440	\$110,470
21-25	\$75,167	\$81,527	\$91,054	\$97,406	\$107,578	\$114,888
26-30	\$78,174	\$84,788	\$94,696	\$101,303	\$111,881	\$119,484
31+	\$81,301	\$88,180	\$98,484	\$105,355	\$116,356	\$124,263

Appendix B - Counselor Salary Schedule

2024-25

Elementary School Counselors (185 Days 5% Differential for Extended Hours)						
	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$51,323	\$55,003	\$58,112	\$61,227	\$65,196	\$68,878
2	\$55,003	\$58,112	\$61,227	\$64,350	\$68,343	\$72,059
3	\$58,112	\$61,227	\$64,350	\$67,457	\$71,498	\$75,231
4	\$61,227	\$64,350	\$67,457	\$70,575	\$74,647	\$78,414
5	\$64,350	\$67,457	\$70,575	\$73,679	\$77,804	\$81,599
6	\$67,457	\$70,575	\$73,679	\$76,793	\$80,964	\$84,778
7	\$70,575	\$73,679	\$76,793	\$79,914	\$84,121	\$87,961
8	\$73,679	\$76,793	\$79,914	\$83,027	\$87,278	\$91,131
9		\$79,914	\$83,027	\$86,146	\$90,423	\$94,313
10			\$86,146	\$89,252	\$93,580	\$97,490
11			\$89,252	\$92,365	\$96,734	\$100,648
12				\$95,479	\$99,865	\$103,852
13					\$103,044	\$107,035
14					\$105,449	\$110,208
15						\$112,615
16-20	\$72,692	\$79,097	\$88,730	\$95,136	\$106,135	\$115,993
21-25	\$75,600	\$82,260	\$92,279	\$98,942	\$110,381	\$120,633
26-30	\$78,624	\$85,551	\$95,971	\$102,899	\$114,796	\$125,458
31+	\$81,768	\$88,973	\$99,809	\$107,015	\$119,388	\$130,476

Middle School Counselors (192 Days 5% Differential for Extended Hours and 7 Days Per Diem)						
	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$53,265	\$57,085	\$60,311	\$63,544	\$67,663	\$71,484
2	\$57,085	\$60,311	\$63,544	\$66,785	\$70,929	\$74,786
3	\$60,311	\$63,544	\$66,785	\$70,009	\$74,203	\$78,078
4	\$63,544	\$66,785	\$70,009	\$73,245	\$77,471	\$81,381
5	\$66,785	\$70,009	\$73,245	\$76,467	\$80,748	\$84,687
6	\$70,009	\$73,245	\$76,467	\$79,699	\$84,028	\$87,986
7	\$73,245	\$76,467	\$79,699	\$82,937	\$87,304	\$91,289
8	\$76,467	\$79,699	\$82,937	\$86,169	\$90,580	\$94,580
9		\$82,937	\$86,169	\$89,405	\$93,845	\$97,882
10			\$89,405	\$92,629	\$97,121	\$101,179
11			\$92,629	\$95,860	\$100,394	\$104,457
12				\$99,091	\$103,644	\$107,781
13					\$106,943	\$111,085
14					\$109,438	\$114,378
15						\$116,876
16-20	\$75,442	\$82,089	\$92,088	\$98,736	\$110,151	\$120,382
21-25	\$78,460	\$85,373	\$95,771	\$102,685	\$114,557	\$125,197
26-30	\$81,598	\$88,788	\$99,602	\$106,793	\$119,140	\$130,205
31+	\$84,862	\$92,339	\$103,586	\$111,064	\$123,905	\$135,413

High School Counselor (196 Days 5% Differential for Extended Hours and 11 Days Per Diem)

	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$54,375	\$58,274	\$61,568	\$64,867	\$69,073	\$72,974
2	\$58,274	\$61,568	\$64,867	\$68,176	\$72,406	\$76,344
3	\$61,568	\$64,867	\$68,176	\$71,468	\$75,749	\$79,705
4	\$64,867	\$68,176	\$71,468	\$74,771	\$79,085	\$83,077
5	\$68,176	\$71,468	\$74,771	\$78,060	\$82,430	\$86,451
6	\$71,468	\$74,771	\$78,060	\$81,359	\$85,778	\$89,819
7	\$74,771	\$78,060	\$81,359	\$84,665	\$89,122	\$93,191
8	\$78,060	\$81,359	\$84,665	\$87,964	\$92,467	\$96,550
9		\$84,665	\$87,964	\$91,268	\$95,800	\$99,921
10			\$91,268	\$94,559	\$99,144	\$103,287
11			\$94,559	\$97,857	\$102,486	\$106,633
12				\$101,156	\$105,803	\$110,027
13					\$109,171	\$113,399
14					\$111,718	\$116,761
15						\$119,311
16-20	\$77,014	\$83,800	\$94,006	\$100,793	\$112,446	\$122,890
21-25	\$80,095	\$87,152	\$97,766	\$104,825	\$116,944	\$127,805
26-30	\$83,298	\$90,638	\$101,677	\$109,018	\$121,622	\$132,918
31+	\$86,630	\$94,263	\$105,744	\$113,378	\$126,487	\$138,234

High School Counselor (206 Days 5% Differential for Extended Hours and 21 Days Per Diem)

	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$60,547	\$64,889	\$68,557	\$72,231	\$76,913	\$81,257
2	\$64,889	\$68,557	\$72,231	\$75,915	\$80,625	\$85,010
3	\$68,557	\$72,231	\$75,915	\$79,580	\$84,348	\$88,752
4	\$72,231	\$75,915	\$79,580	\$83,258	\$88,062	\$92,507
5	\$75,915	\$79,580	\$83,258	\$86,921	\$91,787	\$96,265
6	\$79,580	\$83,258	\$86,921	\$90,594	\$95,516	\$100,015
7	\$83,258	\$86,921	\$90,594	\$94,276	\$99,239	\$103,770
8	\$86,921	\$90,594	\$94,276	\$97,949	\$102,964	\$107,510
9		\$94,276	\$97,949	\$101,628	\$106,675	\$111,264
10			\$101,628	\$105,292	\$110,398	\$115,011
11			\$105,292	\$108,965	\$114,119	\$118,737
12				\$112,638	\$117,813	\$122,516
13					\$121,563	\$126,271
14					\$124,400	\$130,015
15						\$132,854
16-20	\$85,756	\$93,312	\$104,677	\$112,234	\$125,210	\$136,840
21-25	\$89,186	\$97,045	\$108,864	\$116,724	\$130,219	\$142,313
26-30	\$92,754	\$100,926	\$113,219	\$121,393	\$135,428	\$148,006
31+	\$96,464	\$104,963	\$117,747	\$126,248	\$140,845	\$153,926

2025-26

Elementary School Counselors (185 Days 5% Differential for Extended Hours)						
	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$51,323	\$55,003	\$58,112	\$61,227	\$65,196	\$68,878
2	\$55,003	\$58,112	\$61,227	\$64,350	\$68,343	\$72,059
3	\$58,112	\$61,227	\$64,350	\$67,457	\$71,498	\$75,231
4	\$61,227	\$64,350	\$67,457	\$70,575	\$74,647	\$78,414
5	\$64,350	\$67,457	\$70,575	\$73,679	\$77,804	\$81,599
6	\$67,457	\$70,575	\$73,679	\$76,793	\$80,964	\$84,778
7	\$70,575	\$73,679	\$76,793	\$79,914	\$84,121	\$87,961
8	\$73,679	\$76,793	\$79,914	\$83,027	\$87,278	\$91,131
9		\$79,914	\$83,027	\$86,146	\$90,423	\$94,313
10			\$86,146	\$89,252	\$93,580	\$97,490
11			\$89,252	\$92,365	\$96,734	\$100,648
12				\$95,479	\$99,865	\$103,852
13					\$103,044	\$107,035
14					\$105,449	\$110,208
15						\$112,615
16-20	\$72,692	\$79,097	\$88,730	\$95,136	\$106,135	\$115,993
21-25	\$75,600	\$82,260	\$92,279	\$98,942	\$110,381	\$120,633
26-30	\$78,624	\$85,551	\$95,971	\$102,899	\$114,796	\$125,458
31+	\$81,768	\$88,973	\$99,809	\$107,015	\$119,388	\$130,476

Middle School Counselors (190 Days 5% Differential for Extended Hours and 5 Days Per Diem)

	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$52,711	\$56,490	\$59,683	\$62,882	\$66,958	\$70,740
2	\$56,490	\$59,683	\$62,882	\$66,089	\$70,190	\$74,007
3	\$59,683	\$62,882	\$66,089	\$69,280	\$73,430	\$77,265
4	\$62,882	\$66,089	\$69,280	\$72,482	\$76,664	\$80,534
5	\$66,089	\$69,280	\$72,482	\$75,671	\$79,907	\$83,805
6	\$69,280	\$72,482	\$75,671	\$78,868	\$83,153	\$87,070
7	\$72,482	\$75,671	\$78,868	\$82,074	\$86,394	\$90,339
8	\$75,671	\$78,868	\$82,074	\$85,271	\$89,637	\$93,594
9		\$82,074	\$85,271	\$88,474	\$92,867	\$96,862
10			\$88,474	\$91,664	\$96,109	\$100,125
11			\$91,664	\$94,862	\$99,348	\$103,369
12				\$98,059	\$102,564	\$106,658
13					\$105,829	\$109,927
14					\$108,298	\$113,187
15						\$115,658
16-20	\$74,656	\$81,234	\$91,128	\$97,707	\$109,004	\$119,128
21-25	\$77,643	\$84,484	\$94,774	\$101,616	\$113,364	\$123,893
26-30	\$80,748	\$87,863	\$98,564	\$105,680	\$117,899	\$128,849
31+	\$83,978	\$91,378	\$102,507	\$109,908	\$122,615	\$134,003

High School and Alternative Counselor (195 Days 5% Differential for Extended Hours and 10 Days Per Diem)

	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$54,098	\$57,977	\$61,254	\$64,536	\$68,720	\$72,601
2	\$57,977	\$61,254	\$64,536	\$67,828	\$72,037	\$75,954
3	\$61,254	\$64,536	\$67,828	\$71,103	\$75,363	\$79,298
4	\$64,536	\$67,828	\$71,103	\$74,389	\$78,682	\$82,653
5	\$67,828	\$71,103	\$74,389	\$77,662	\$82,009	\$86,010
6	\$71,103	\$74,389	\$77,662	\$80,944	\$85,341	\$89,361
7	\$74,389	\$77,662	\$80,944	\$84,233	\$88,668	\$92,716
8	\$77,662	\$80,944	\$84,233	\$87,515	\$91,996	\$96,057
9		\$84,233	\$87,515	\$90,802	\$95,311	\$99,411
10			\$90,802	\$94,076	\$98,638	\$102,760
11			\$94,076	\$97,358	\$101,963	\$106,089
12				\$100,640	\$105,264	\$109,465
13					\$108,614	\$112,820
14					\$111,148	\$116,165
15						\$118,702
16-20	\$76,621	\$83,372	\$93,526	\$100,279	\$111,872	\$122,263
21-25	\$79,686	\$86,707	\$97,268	\$104,290	\$116,347	\$127,153
26-30	\$82,873	\$90,175	\$101,158	\$108,461	\$121,001	\$132,240
31+	\$86,188	\$93,782	\$105,205	\$112,800	\$125,841	\$137,529

Appendix C - Hourly Rate Certificated Salary

Unit members' hourly rate is based on .1% of A1 of the Certificated Salary Schedule.

Appendix D - Specialized Program/Adult Education Salary Schedule

Specialized Program/Adult Education					
	A(001)	B(002)	C(003)	D(004)	E(005)
Hourly	\$42.01	\$44.24	\$46.30	\$48.60	\$50.87

Appendix E - Child Development Center/Preschool Salary Schedule

2024-25

Child Development/ Preschool Teachers (185 Days)			
Preschool Teachers			
Step	60 Units and Permit	90 Units and Permit	BA and Permit
1	\$32,983	\$33,840	\$34,695
2	\$33,840	\$34,695	\$35,556
3	\$34,695	\$35,556	\$36,415
4	\$35,556	\$36,415	\$37,275
5	\$36,415	\$37,275	\$38,132
6	\$37,275	\$38,132	\$38,987
7	\$38,132	\$38,987	\$39,843
8-15	\$38,987	\$39,843	\$40,705
16-20	\$40,157	\$41,039	\$41,926
21-25	\$41,763	\$42,680	\$43,603
26-30	\$43,434	\$44,387	\$45,347
31+	\$45,171	\$46,163	\$47,161

2025-26

Child Development/ Preschool Teachers (185 Days)			
Step	60 Units and Permit	90 Units and Permit	BA and Permit
1	\$35,849.00	\$37,158.00	\$38,478.00
2	\$36,678.71	\$38,096.14	\$39,526.14
3	\$37,508.43	\$39,034.29	\$40,574.29
4	\$38,338.14	\$39,972.43	\$41,622.43
5	\$39,167.86	\$40,910.57	\$42,670.57
6	\$39,997.57	\$41,848.71	\$43,718.71
7	\$40,827.29	\$42,786.86	\$44,766.86
8	\$41,657.00	\$43,725.00	\$45,815.00
16-20	\$42,906.71	\$45,036.75	\$47,189.45
21-25	\$44,622.98	\$46,838.22	\$49,077.03
26-30	\$46,407.90	\$48,711.75	\$51,040.11
31+	\$48,264.21	\$50,660.22	\$53,081.71

Appendix F - District Health Coordinator Salary Schedule

2024-25

Health Coordinator (215 Days)

	A	B	C	D	E	F
Step	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
1	\$86,701	\$90,148	\$93,603	\$97,047	\$101,751	\$106,018
2		\$93,603	\$97,047	\$100,501	\$105,234	\$109,540
3			\$100,501	\$103,937	\$108,728	\$113,055
4			\$103,937	\$107,384	\$112,218	\$116,550
5				\$110,829	\$115,684	\$120,097
6					\$119,204	\$123,620
7					\$121,866	\$127,133
8						\$129,793
9						
10						
11						
12						
13						
14						
15						
16-20	\$89,302	\$96,411	\$107,055	\$114,154	\$125,521	\$133,687
21-25	\$92,874	\$100,268	\$111,337	\$118,720	\$130,542	\$139,034
26-30	\$96,589	\$104,279	\$115,791	\$123,469	\$135,764	\$144,596
31+	\$100,453	\$108,450	\$120,422	\$128,408	\$141,195	\$150,379

2025-26

Health Coordinator (209 Days Additional Duties to be paid Hourly)						
	A	B	C	D	E	F
Step	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
1	\$84,281	\$87,632	\$90,991	\$94,339	\$98,912	\$103,059
2		\$90,991	\$94,339	\$97,696	\$102,298	\$106,483
3			\$97,696	\$101,036	\$105,694	\$109,900
4			\$101,036	\$104,387	\$109,087	\$113,298
5				\$107,736	\$112,456	\$116,745
6					\$115,878	\$120,170
7					\$118,465	\$123,585
8						\$126,171
9						
10						
11						
12						
13						
14						
15						
16-20	\$86,810	\$93,721	\$104,068	\$110,968	\$122,019	\$129,956
21-25	\$90,282	\$97,470	\$108,230	\$115,407	\$126,899	\$135,154
26-30	\$93,894	\$101,369	\$112,559	\$120,023	\$131,975	\$140,560
31+	\$97,649	\$105,423	\$117,062	\$124,824	\$137,254	\$146,183

Appendix G - Speech and Language Schedule

2024-25

Speech Language Pathologist (185 Days)						
	A	B	C	D	E	F
Step	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
1	\$73,678	\$76,794	\$79,915	\$83,026	\$87,279	\$91,133
2		\$79,915	\$83,026	\$86,145	\$90,423	\$94,314
3			\$86,145	\$89,251	\$93,580	\$97,490
4			\$89,251	\$92,365	\$96,734	\$100,649
5				\$95,478	\$99,866	\$103,853
6					\$103,043	\$107,035
7					\$105,450	\$110,208
8						\$112,614
9						
10						
11						
12						
13						
14						
15						
16-20	\$75,888	\$82,312	\$91,929	\$98,342	\$108,613	\$115,993
21-25	\$78,924	\$85,605	\$95,606	\$102,276	\$112,958	\$120,632
26-30	\$82,080	\$89,029	\$99,430	\$106,367	\$117,476	\$125,458
31+	\$85,364	\$92,590	\$103,407	\$110,622	\$122,175	\$130,476

2025-26

Speech Language Pathologist (185 Days)

	A	B	C	D	E	F
Step	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
1	\$73,678	\$76,794	\$79,915	\$83,026	\$87,279	\$91,133
2		\$79,915	\$83,026	\$86,145	\$90,423	\$94,314
3			\$86,145	\$89,251	\$93,580	\$97,490
4			\$89,251	\$92,365	\$96,734	\$100,649
5				\$95,478	\$99,866	\$103,853
6					\$103,043	\$107,035
7					\$105,450	\$110,208
8						\$112,614
9						
10						
11						
12						
13						
14						
15						
16-20	\$75,888	\$82,312	\$91,929	\$98,342	\$108,613	\$115,993
21-25	\$78,924	\$85,605	\$95,606	\$102,276	\$112,958	\$120,632
26-30	\$82,080	\$89,029	\$99,430	\$106,367	\$117,476	\$125,458
31+	\$85,364	\$92,590	\$103,407	\$110,622	\$122,175	\$130,476

Appendix H - Program Specialist and TOSA Salary Schedules

2024-25

TOSA (197 Days 12 Additional Days Per Diem)

	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$52,050	\$55,782	\$58,935	\$62,094	\$66,119	\$69,853
2	\$55,782	\$58,935	\$62,094	\$65,261	\$69,310	\$73,079
3	\$58,935	\$62,094	\$65,261	\$68,412	\$72,510	\$76,296
4	\$62,094	\$65,261	\$68,412	\$71,574	\$75,703	\$79,524
5	\$65,261	\$68,412	\$71,574	\$74,723	\$78,905	\$82,755
6	\$68,412	\$71,574	\$74,723	\$77,880	\$82,111	\$85,978
7	\$71,574	\$74,723	\$77,880	\$81,045	\$85,312	\$89,206
8	\$74,723	\$77,880	\$81,045	\$84,203	\$88,514	\$92,422
9		\$81,045	\$84,203	\$87,365	\$91,704	\$95,649
10			\$87,365	\$90,515	\$94,905	\$98,870
11			\$90,515	\$93,673	\$98,103	\$102,073
12				\$96,830	\$101,279	\$105,322
13					\$104,503	\$108,550
14					\$106,941	\$111,768
15						\$114,209
16-20	\$76,964	\$83,476	\$93,231	\$99,735	\$110,150	\$117,635
21-25	\$80,043	\$86,815	\$96,960	\$103,725	\$114,556	\$122,341
26-30	\$83,244	\$90,288	\$100,838	\$107,874	\$119,138	\$127,234
31+	\$86,574	\$93,900	\$104,872	\$112,189	\$123,903	\$132,324

TOSA (207 Days 22 Additional Days Per Diem)						
	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$54,692	\$58,614	\$61,927	\$65,246	\$69,475	\$73,399
2	\$58,614	\$61,927	\$65,246	\$68,574	\$72,828	\$76,789
3	\$61,927	\$65,246	\$68,574	\$71,885	\$76,191	\$80,169
4	\$65,246	\$68,574	\$71,885	\$75,207	\$79,546	\$83,561
5	\$68,574	\$71,885	\$75,207	\$78,516	\$82,911	\$86,955
6	\$71,885	\$75,207	\$78,516	\$81,833	\$86,279	\$90,343
7	\$75,207	\$78,516	\$81,833	\$85,159	\$89,642	\$93,735
8	\$78,516	\$81,833	\$85,159	\$88,477	\$93,007	\$97,113
9		\$85,159	\$88,477	\$91,800	\$96,359	\$100,504
10			\$91,800	\$95,110	\$99,722	\$103,889
11			\$95,110	\$98,428	\$103,083	\$107,255
12				\$101,746	\$106,420	\$110,668
13					\$109,808	\$114,060
14					\$112,370	\$117,442
15						\$120,006
16-20	\$80,871	\$87,714	\$97,963	\$104,798	\$115,741	\$123,606
21-25	\$84,106	\$91,222	\$101,882	\$108,990	\$120,371	\$128,551
26-30	\$87,470	\$94,871	\$105,957	\$113,349	\$125,185	\$133,693
31+	\$90,969	\$98,666	\$110,195	\$117,883	\$130,193	\$139,040

2025-26

TOSA (195 Days Additional Duties to be Paid Hourly)						
	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$51,522	\$55,216	\$58,337	\$61,463	\$65,448	\$69,144
2	\$55,216	\$58,337	\$61,463	\$64,598	\$68,607	\$72,337
3	\$58,337	\$61,463	\$64,598	\$67,717	\$71,774	\$75,522
4	\$61,463	\$64,598	\$67,717	\$70,847	\$74,935	\$78,717
5	\$64,598	\$67,717	\$70,847	\$73,964	\$78,104	\$81,915
6	\$67,717	\$70,847	\$73,964	\$77,089	\$81,277	\$85,106
7	\$70,847	\$73,964	\$77,089	\$80,222	\$84,445	\$88,301
8	\$73,964	\$77,089	\$80,222	\$83,348	\$87,615	\$91,483
9		\$80,222	\$83,348	\$86,478	\$90,773	\$94,677
10			\$86,478	\$89,596	\$93,941	\$97,866
11			\$89,596	\$92,722	\$97,107	\$101,037
12				\$95,847	\$100,251	\$104,253
13					\$103,442	\$107,448
14					\$105,856	\$110,634
15						\$113,049
16-20	\$76,183	\$82,629	\$92,284	\$98,723	\$109,031	\$116,441
21-25	\$79,230	\$85,934	\$95,976	\$102,672	\$113,393	\$121,099
26-30	\$82,399	\$89,371	\$99,815	\$106,778	\$117,928	\$125,942
31+	\$85,695	\$92,946	\$103,807	\$111,050	\$122,645	\$130,980

Program Specialist (205 Days 20 Additional Days Per Diem)						
	A	B	C	D	E	F
	Bachelor Degree	Bachelor Degree PLUS 15 Postbaccalaureate Semester Units	Bachelor Degree PLUS 30 Postbaccalaureate Semester Units	Bachelor Degree PLUS 45 Postbaccalaureate Semester Units	Bachelor Degree PLUS 60 Postbaccalaureate Semester Units	Bachelor Degree PLUS 75 Postbaccalaureate Semester Units
					PLUS Masters	PLUS Masters
Step						
1	\$54,164	\$58,047	\$61,328	\$64,615	\$68,804	\$72,690
2	\$58,047	\$61,328	\$64,615	\$67,911	\$72,125	\$76,047
3	\$61,328	\$64,615	\$67,911	\$71,190	\$75,455	\$79,395
4	\$64,615	\$67,911	\$71,190	\$74,480	\$78,778	\$82,754
5	\$67,911	\$71,190	\$74,480	\$77,757	\$82,110	\$86,115
6	\$71,190	\$74,480	\$77,757	\$81,043	\$85,445	\$89,470
7	\$74,480	\$77,757	\$81,043	\$84,336	\$88,776	\$92,829
8	\$77,757	\$81,043	\$84,336	\$87,622	\$92,108	\$96,175
9		\$84,336	\$87,622	\$90,913	\$95,428	\$99,533
10			\$90,913	\$94,191	\$98,758	\$102,885
11			\$94,191	\$97,477	\$102,087	\$106,218
12				\$100,762	\$105,392	\$109,599
13					\$108,747	\$112,958
14					\$111,284	\$116,307
15						\$118,847
16-20	\$80,090	\$86,866	\$97,017	\$103,785	\$114,623	\$122,412
21-25	\$83,293	\$90,341	\$100,897	\$107,937	\$119,208	\$127,309
26-30	\$86,625	\$93,955	\$104,933	\$112,254	\$123,976	\$132,401
31+	\$90,090	\$97,713	\$109,131	\$116,744	\$128,935	\$137,697

Appendix I - Stipend Tables

ELEMENTARY SCHOOL STIPEND	% of A1
Administrative Designee	2.00%
ILT MEMBERS	
TK	1.00%
Kinder	1.00%
First	1.00%
Second	1.00%
Third	1.00%
Fourth	1.00%
Fifth	1.00%
Sixth	1.00%
Special Ed.	1.00%
Classified ILT Member	1.00%
OTHER	
Testing Coordinator	1.00%
ASB/Renaissance	1.50%
GATE	1.50%
Webmaster	1.50%
MEO Coach	1.00%
Curriculum Coordinator	1.00%
Combo Stipend	4.00%
Dual Immersion Teacher	4.00%
TOTAL	

MIDDLE SCHOOL STIPEND	% of A1
Athletic Director	7.00%
Admin Designee	2.00%
Webmaster	1.50%
Renaissance/ASB	4.00%
Music: Parades/Concerts	2.00%
Yearbook	2.00%
VAPA	4.00%
Robotics	4.00%
ATHLETICS	
Cross Country	2.00%
Volleyball Girls 7th	2.00%
Volleyball Girls 8th	2.00%
Volleyball Boys	2.00%
Football 7th	2.00%
Football 8th	2.00%
Basketball Girls 7th	2.00%
Basketball Girls 8th	2.00%
Basketball Boys 7th	2.00%
Basketball Boys 8th	2.00%
Soccer Girls	2.00%
Soccer Boys	2.00%
Softball	2.00%
ILT Leadership	
ELA	2.00%
MATH	2.00%
SOCIAL STUDIES	2.00%
SCIENCE	2.00%
ARTS	2.00%

SPECIAL EDUCATION	2.00%
PE	2.00%
DUAL IMMERSION/World Language	2.00%
OTHER	
Travel - No extra Prep	4.00%
TOTAL	

ALTERNATIVE SCHOOL STIPEND	% of A1
Student Body Coordinator	2.50%
Testing Coordinator	2.50%
Admin Designee	2.00%
Webmaster/Tech Support	1.50%
Travel - No extra Prep	4.00%
TOTAL	

HIGH SCHOOL STIPENDS	% of A1
ACADEMIC STIPENDS	
ACA AVID Coordinator	2.00%
ACA English Dept.	4.50%
ACA Humanities Academy Coordinator	6.00%
ACA Math/Science Academy Coordinator	6.00%
ACA Mathematics Dept.	4.50%
ACA Modern Languages Dept.	4.50%
ACA Physical Education Dept.	4.50%
ACA Robotics Advisor (2 stipends)	4.00%
ACA Science Dept.	4.50%
ACA Social Science Dept.	4.50%
ACA Special Education Dept.	4.50%
ACA Visual/Performing Arts Dept.	4.50%
ACA CTE Coordinator	6.00%
ACTIVITIES STIPENDS	
ACT Activities Director/Renaissance	16.00%
ACT Journalism ("The Wildcat") Advisor	3.00%
ACT Junior Class Advisor	1.00%
ACT Senior Class Advisor	4.00%
ACT Speech/Debate Advisor	4.00%
ACT Yearbook ("Monrovia") Advisor	3.00%

CATEGORY	ATHLETIC STIPENDS	
A	ATH Athletic Director	16.00%
B	ATH Football - Varsity HC	11.50%
C	ATH Flag Football - HC	6.50%
C	ATH Baseball - Varsity HC	6.50%
C	ATH Basketball Boys - Varsity HC	6.50%
C	ATH Basketball Girls - Varsity HC	6.50%
C	ATH Cheer - Varsity Advisor (Sideline)	6.50%
C	ATH Cheer - Varsity Advisor (Comp)	6.50%
C	ATH Cross Country - HC	6.50%
C	ATH Soccer Boys - HC Varsity	6.50%
C	ATH Soccer Girls - HC Varsity	6.50%
C	ATH Softball - HC Var	6.50%
C	ATH Swim - HC Varsity	6.50%
C	ATH Track - HC Varsity	6.50%
C	ATH Volleyball Boys - HC Beach	6.50%
C	ATH Volleyball Boys - HC Varsity	6.50%
C	ATH Volleyball Girls - HC Beach	6.50%
C	ATH Volleyball Girls - HC Varsity	6.50%
C	ATH Water Polo Boys - HC Varsity	6.50%
C	ATH Water Polo Girls - HC Varsity	6.50%
C	ATH Wrestling Boys - HC Varsity	6.50%
C	ATH Wrestling Girls - HC Varsity	6.50%
D	ATH Flag Football - JV HC	5.50%
D	ATH Football - JV HC	5.50%
D	ATH Flag Football - Varsity Asst Coach	5.50%

D	ATH Football - Varsity Asst Coach	5.50%
D	ATH Football - Varsity Asst Coach	5.50%
D	ATH Football - Varsity Asst Coach	5.50%
D	ATH Golf - HC Var	5.50%
D	ATH Tennis Boys - HC Varsity	5.50%
D	ATH Tennis Girls - HC Varsity	5.50%
D	ATH Track - Asst Coach	5.50%
D	ATH Track - Asst Coach	5.50%
D	ATH Track - Asst Coach	5.50%
E	ATH Baseball - Frosh HC	4.00%
E	ATH Baseball - JV HC	4.00%
E	ATH Baseball - Varsity Asst Coach	4.00%
E	ATH Baseball- Frosh Coach	4.00%
E	ATH Basketball Boys - Frosh HC	4.00%
E	ATH Basketball Boys - JV HC	4.00%
E	ATH Basketball Boys - Varsity Asst Coach	4.00%
E	ATH Basketball Girls - JV HC	4.00%
E	ATH Basketball Girls - Varsity Asst Coach	4.00%
E	ATH Cheer - JV Advisor	4.00%
E	ATH Cross Country - Asst Coach	4.00%
E	ATH Football - JV Asst Coach	4.00%
E	ATH Football - JV Asst Coach	4.00%
E	ATH Football- Varsity Asst Coach	4.00%
E	ATH Soccer Boys - Asst Varsity	4.00%
E	ATH Soccer Boys - HC JV	4.00%
E	ATH Soccer Girls - Asst Varsity	4.00%
E	ATH Soccer Girls - HC JV	4.00%
E	ATH Softball - Asst Varsity	4.00%
E	ATH Softball - HC JV	4.00%

E	ATH Swim - Asst Varsity	4.00%
E	ATH Swim - HC JV	4.00%
E	ATH Tennis Boys - HC JV	4.00%
E	ATH Tennis Girls - HC JV	4.00%
E	ATH Volleyball Boys - Frosh HC	4.00%
E	ATH Volleyball Boys - JV HC	4.00%
E	ATH Volleyball Girls - Frosh HC	4.00%
E	ATH Volleyball Girls - JV HC	4.00%
E	ATH Water Polo Boys - Asst Varsity	4.00%
E	ATH Water Polo Boys - HC JV	4.00%
E	ATH Water Polo Girls - Asst Varsity	4.00%
E	ATH Water Polo Girls - HC JV	4.00%
E	ATH Wrestling Boys - Asst Varsity	4.00%
E	ATH Wrestling Boys - HC JV	4.00%
	VAPA STIPENDS	
	VAPA Accompanist	1.00%
	VAPA Color Guard Coach	4.00%
	VAPA Dance Team Advisor	4.00%
	VAPA Director of Bands	11.50%
	VAPA Musical Theater Director/Prod. Mgr.	4.00%
	VAPA Percussion Coach	4.00%
	VAPA Play Director/Prod. Manager	4.00%
	VAPA Stage Tech	4.00%
	VAPA Video Production Advisor	4.00%
	VAPA Vocal Music Advisor	3.00%
	OTHER	
	Webmaster	1.50%
	Travel - No extra Prep	4.00%

Appendix K - Use of Security Cameras

The Parties hereby agree to the following terms:

1. The MTA president may at any time request to review the list of all security cameras currently installed on District property.
2. Security Cameras will not be placed in areas where students, staff, or community members have a reasonable expectation of privacy, in accordance with California Penal Code 647.
3. The video security camera system will not be used to actively monitor employees for attendance or work performance-related purposes.
4. In the event the District has reason to believe that a MTA bargaining unit member has violated District policy, regulations, or the law, and the District has reason to believe that the security cameras may have footage that verifies, or otherwise supports that a MTA bargaining unit member has violated District policy, regulations, or the law, the District may use the security camera footage as evidence in support of subsequent disciplinary action. If the security camera footage may serve to exonerate the MTA bargaining unit member of the allegations, the District may use the footage for dismissal of the allegations.
5. If data gathered from the security cameras is to be used in a MTA bargaining unit member disciplinary action, the MTA bargaining unit member shall be provided, upon request, with that data after completion of the District's investigation into the matter. If footage from a surveillance camera is to be used against an MTA bargaining unit member for the purpose of discipline, the MTA bargaining unit member and MTA are entitled to view such surveillance footage no less than 48 hours prior to a disciplinary conference.
6. This shall not impede or otherwise interfere with the District's obligations to comply with providing security camera data in response to a lawfully-issued subpoena, court order or other request for information under law.
7. Except as stated herein, this does not affect the District's or MTA's rights under the disciplinary provisions in Article XI of the Collective Bargaining Agreement (CBA). mutually agreed upon in writing by the Parties.

Agenda Item Details

Meeting Date: 2025-06-25

AGENDA ITEM TITLE:

14. 24/25-5040 - EMPLOYMENT CONTRACT, ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

RECOMMENDATION

The Board of Education is requested to approve the employment contract for the Assistant Superintendent of Business Services of Monrovia Unified School District effective July 1, 2025 through June 30, 2027.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon____, Board Member Gomez Tagle____, Board Member Lockerbie____,
Board Member Travanti____, Board President Hammond_____.

Rationale:

Background:

Budget Implication (\$ Amount):

Legal References:

Additional Information:

A copy of the proposed contract is available upon request.