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

MONROVIA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

325 E. Huntington Drive Monrovia, California 91016

BOARD OF EDUCATION CLOSED SESSION
Wednesday, May 21, 2025
5:00 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING
Wednesday, May 21, 2025
6:30 p.m. - Board Room

****Pursuant to Govt. Code Sect. 54953(b), Board Member Hammond will participate in tonight's meeting via teleconference at the following location: 108 Travertine St. Gardner, MT 50930. The teleconference location is open to the public, and any member of the public will have an opportunity to address the Governing Board from the teleconference location in the same manner as if that person attended the regular meeting location. All action taken during this teleconferenced meeting shall be by roll call vote.****

A. CONVENE 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. Student Suspended Expulsion (Education Code 48912)
Expulsion Hearing Case No. 2324-06
Student ID No. 9118923816
Education Code 48900 (e)

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

3. Public Employee Appointment (Government Code 54957)
Title: High School Principal

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

5. 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 by MHS Valedictorians

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 ____
Emily Brieno, Student 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 Regular Board of Education Meeting on May 7, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
BM Minutes 05.07.2025.pdf

3. Approve the Minutes of the Special Board of Education Meeting on May 12, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
Special BM Minutes 05.12.2025.pdf

F. RECOGNITIONS AND COMMUNICATIONS
1. The Board of Education would like to thank Kaitlyn Stergar of Monrovia High School

and Emily Brieno of Canyon Oaks High School/ Mountain Park School for their service as Student Board Members for the Board of Education.

2. The Board of Education wishes to honor those Monrovia Unified School District employees who have retired or will be retiring this school year between July 1, 2024, and Jun 30, 2025:

- Louisa Escandon, Bus Driver M.O.T., 11 years
- Karen Meza, Campus Assistant, Plymouth, 6 years
- Patti Stevenson, Campus Assistant, Monroe, 6 years

3. The Board of Education would like to recognize Belle Gagne for 40 years of dedicated service to the students, staff, and families of the Monrovia Unified School District.

4. Board Member Reports

5. Student Board Member Report

6. 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. COUNSELOR PRESENTATION

The Board of Education is requested to receive a presentation on the Monrovia Unified School District Counseling Program, highlighting its goals, services, and impact on student success.

Counselor Presentation

2. MEASURE MM AND FACILITIES UPDATE

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

Measure MM Update 5-21-25.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:_____

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. 24/25-1088 - AGREEMENT WITH EXPLORE LEARNING, LLC

The Board of Education is requested to approve an agreement with Explore Learning, LLC, for site licenses and access to Reflex and Frax for the 2025-26 school year.
ExploreLearning Reflex and Frax 2025-26

2. 24/25-1089 - AGREEMENT WITH WEST COAST PROTECTION, LLC, DBA INTERQUEST DETECTION CANINES

The Board of Education is requested to approve an agreement with West Coast Protection, LLC dba Interquest Detection Canines to provide random unannounced visits to Clifton Middle School, Santa Fe Middle School, and Monrovia High School using non-aggressive, specially trained canines for the purpose of contraband detection and campus safety for the 2025-26 school year.
Interquest Canine Agreement 2025-26

3. 24/25-1090 - MEMORANDUM OF UNDERSTANDING BETWEEN PACIFIC CLINICS AND MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Pacific Clinics and Monrovia Unified School District. The partnership aims to provide mental health services to eligible students and families. This agreement will be in effect for two years, starting July 1, 2025, and ending June 30, 2027.
Pacific Clinics MOU 2025-26

BUSINESS SERVICES

4. 24/25-2112 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify the following: Purchase orders issued in the amount not to exceed $1,220,151.26 from April 20, 2025, through May 2, 2025; Warrants in the amount of $1,187,364.74 paid from April 20, 2025, through May 2, 2025; Payroll in the amount of $3,764,510.49 issued April 20, 2025, through May 2, 2025.
BAI 2112 Purchase order & payment of bills (a-c)_5-21-25.pdf

5. 24/25-2113 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts, Deposit Report No. 29-30, deposited April 30, and May 1, 2025, for a total amount of $528,766.71.
BAI 2113 DEP #29-30_5-21-25.pdf

6. 24/25-2114 - ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of

Gifts Report No. 2025-13.
Acceptance of Gifts #2025-13-05-21-25.pdf

7. 24/25-2115 - PROFESSIONAL SERVICE AGREEMENTS
The Board of Education is requested to approve the Professional Service Agreements Report No. 13 for the Monrovia Unified School District 2024-25 school year.
PSA Report No. 13 - May 21, 2025.pdf

HUMAN RESOURCES

8. 24/25-3082 - PERSONNEL ASSIGNMENTS
The Board of Education is requested to approve Personnel Assignments Report #16.
BRD REPORT 20250521 Personnel Report 16.pdf

9. 24/25-3083 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL
The Board of Education is requested to approve Travel and Conference Report #11.
T&C 05212025.pdf

10. 24/25-3084 - MUSD SCHOOL CALENDAR FOR THE 2026-2027 SY
The Board of Education is requested to approve the revised calendar for the 2026-2027 school year.
2026-2027 MUSD District Calendar for Board approval Revised 05212025.pdf

BOARD BUSINESS

11. 24/25-5036 - BOARD BYLAW 9224, OATH OR AFFIRMATION
The Board of Education is requested to approve Board Bylaw 9224, Oath or Affirmation, as recommended by the California School Boards Association.
BB 9224 Oath or Affirmation Proposed 05.21.2025.pdf

12. 24/25-5037 - BOARD BYLAW 9260, LEGAL PROTECTION
The Board of Education is requested to approve Board Bylaw 9260, Legal Protection, as recommended by the California School Boards Association.
BB 9260 Legal Protection Proposed 05.21.2025.pdf

J. ACTION ITEMS (Non-Consent)

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

1. 24/25-1091 - AGREEMENT WITH WALSWORTH YEARBOOKS
The Board of Education is requested to approve an agreement with Walsworth Yearbooks to provide the yearbook for Monrovia High School 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___.
Walsworth Purchase Agreement 2025-26

2. 24/25-1092 - MONROVIA HIGH SCHOOL 2025 GRADUATES
The Board of Education is requested to approve the Monrovia High School students for graduation on June 4, 2025.
Motion by _____, seconded by _____ Vote _____

Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
MHS Grad List 2025

3. 24/25-1093 - CANYON OAKS HIGH SCHOOL 2025 GRADUATES
The Board of Education is requested to approve the Canyon Oaks High School students for graduation on June 3, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
COHS Grad List 2025

4. 24/25-1094 - MOUNTAIN PARK SCHOOL 2025 GRADUATES
The Board of Education is requested to approve the Mountain Park School students for graduation on June 3, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
MP Grad List 2025

5. 24/25-1095 - MONROVIA COMMUNITY ADULT SCHOOL 2025 GRADUATES
The Board of Education is requested to approve the Monrovia Community Adult School students for graduation on May 29, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
MCAS Grad List 2025

6. 24/25-1096 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS - ETHNIC STUDIES
The Board of Education is requested to approve Ethnic Studies as a new course offering for high school graduation. On October 8, 2021, Governor Newsom signed Bill AB-101 into law, making California the first state to require ethnic studies as a class for high school graduation. This legislation aims to help students understand the historical and ongoing struggles, as well as the contributions, of Black, Asian, Latinx, Native/Indigenous Americans, and other groups that have faced racism and marginalization in the United States.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
Ethnic Studies Course Description

7. 24/25-1097 - COMPREHENSIVE SCHOOL SAFETY PLANS (CSSP)
The Board of Education is requested to receive and acknowledge the completion of the Comprehensive School Safety Plans (CSSP) for 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___.
Safety Plan Cover Sheets 2025-26

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

8. 24/25-3085- TENTATIVE AGREEMENT WITH MONROVIA TEACHERS ASSOCIATION (MTA)
The Board of Education is requested to approve the Tentative Agreement with the Monrovia Teachers Association (MTA).
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
Tentative Agreement salary.pdf

K. INFORMATION ITEMS

1. AUDIT REPORT 2023-2024
The Board of Education is requested to receive the auditor's report on the financial statement of the Monrovia Unified School District for the 2023-24 fiscal year.
MonroviaUSDRpt24 (1).pdf

2. BOARD POLICY 1312.2, COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION
The Board of Education is requested to receive for first reading 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

3. BOARD POLICY 1340, ACCESS TO DISTRICT RECORDS, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION
The Board of Education is requested to receive for first reading Board Policy 1340, Access to 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

4. BOARD POLICY 3311, BIDS
The Board of Education is requested to receive for first reading Board Policy 3311, Bids and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).
BP 3311 - Bids strikethrough & red_Proposed 5-21-25.pdf
AR 3311 - Bids strikethrough & red_Proposed 5-21-25.pdf

5. BOARD POLICY 3311.1, UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURE
The Board of Education is requested to receive for first reading 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 Construction Cost Acct. Proc. red New Proposed 5-21-25.pdf
AR 3311.1 - Uniform Public Construction Cost Acct. Proc. red New Proposed 5-21-25.pdf

6. 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

7. BOARD POLICY 5131.9, ACADEMIC HONESTY
The Board of Education is requested to receive for first reading Board Policy 5131.9, Academic Honesty as recommended by the California School Boards Association (CSBA).
Board Policy 5131.9 - Draft

8. BOARD POLICY 5141.5, MENTAL HEALTH
The Board of Education is requested to receive for first reading Board Policy 5141.5, Mental Health as recommended by the California School Boards Association (CSBA).
Board Policy 5141.5 - Draft

9. BOARD POLICY 5141.52, SUICIDE PREVENTION, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION
The Board of Education is requested to receive for first reading Board Policy 5141.52, Suicide Prevention, and its accompanying administrative regulation recommended by the California School Boards Association (CSBA).
Board Policy 5141.52 - Draft
Administrative Regulation 5141.52 - Draft

10. BOARD POLICY 5145.13, RESPONSE TO IMMIGRATION ENFORCEMENT, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION
The Board of Education is requested to receive for first reading Board Policy 5145.13, Response to Immigration Enforcement, and its accompanying administrative regulation recommended by the California School Boards Association (CSBA).
Board Policy 5145.13 - Draft
Administrative Regulation 5145.13 - Draft

11. BOARD POLICY 6163.4, STUDENT USE OF TECHNOLOGY
The Board of Education is requested to receive for first reading Board Policy 6163.4, Student Use of Technology as recommended by the California School Boards Association (CSBA).
Board Policy 6163.4 - Draft

12. BOARD POLICY 6159, INDIVIDUALIZED EDUCATION PROGRAM, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION
The Board of Education is requested to receive for first reading Board Policy 6159, *Individualized Education Program*, and its accompanying administrative regulation recommended by the California School Boards Association (CSBA).
Board Policy 6159 Proposal May 21, 2025.pdf
Regulation 6159 Proposal May 21, 2025 (1).pdf

13. BOARD POLICY 6159.2, NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL EDUCATION, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION
The Board of Education is requested to receive for first reading Board Policy 6159.2,

Nonpublic, Nonsectarian School and Agency Services for Special Education , and its accompanying administrative regulation recommended by the California School Boards Association (CSBA).
Policy 6159.2 Proposed May 21, 2025.pdf
Regulation 6159.2 Proposed May 21, 2025.pdf

L. FUTURE MEETING DATES

- June 2, 2025; 4:00 p.m. - Special Board of Education Meeting - Measure MM Workshop
- June 5, 2025; 9:00 a.m. - Special Board of Education Meeting - Board Retreat
- June 11, 2025; 6:30 p.m. - Regular Board of Education Meeting
- June 25, 2025; 6:30 p.m. - Regular Board of Education Meeting

M. NEW BUSINESS

- Monrovia P.A.T.H.S. Meeting - May 22; 6:00 p.m. Boardroom
- Local Recess, May 23, 2025 (All Sites Closed)
- Memorial Day, May 26, 2025 (All Sites Closed)

Graduation and Promotion Ceremonies

- **Monrovia Community Adult School** - Thursday, May 29; 6:00 p.m.
- **Santa Fe Computer Science Magnet School** - Tuesday, June 3; 8:30 a.m.
- **Clifton Middle School** - Tuesday, June 3; 9:00 a.m.
- **Canyon Oaks High School/Mountain Park School** - Tuesday, June 3; 6:00 p.m.
- **Monrovia High School** - Wednesday, June 4; 5:00 p.m.

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING

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

BOARD OF EDUCATION CLOSED SESSION
Wednesday, May 7, 2025
5:00 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING
Wednesday, May 7, 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

C. ADJOURN BOARD OF EDUCATION CLOSED SESSION

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

1. Meeting called to order by presiding chairperson, Board President Hammond at 6:34 pm.

2. Pledge of Allegiance by Monrovia High School Speech and Debate Team, Principal Adrian Ayala

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
Kaitlyn Stergar, Student 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
Nothing to report.

E. ORDER OF BUSINESS

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

2. Approve the Minutes of the Regular Board of Education Meeting on April 16, 2025.
Motion by Board Member Travanti, seconded by Board Member Gomez Tagle. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.
BM Minutes 04.16.2025.pdf

F. RECOGNITIONS AND COMMUNICATIONS

1. Board Member Reports
   - Board Member Ocon reported on the ceramic sale.
   - Board Member Gomez Tagle reported on a dangerous TikTok trend where push pins or paperclips are inserted into Chromebook ports, causing damage and potential fires.
   - Board Member Lockerbie reported on the MHS drama students' participation at the DTASC event. Board Member Lockerbie reported on the event celebrating the Jones sisters; she also requested that staff get in contact with the Monrovia Changemakers to obtain the video produced about the Jones sisters so that it could be shared with students. Board Member Lockerbie also shared her concerns on the federal government defunding public television and urged the community to contact their congressional representatives.
   - Board Member Travanti reported on her retirement from federal service after 35 years and her participation in a CSBA committee focused on board member training.
2. Student Board Member Report
   - Kaitlyn Stergar reported on events happening at MHS as we approach the end of the year, including prom, powderpuff, sports, and sign on the line.
3. Report from the Superintendent
   - Dr. Paula Hart Rodas reported on girls' flag football coming to MHS next year, the MCAS ceramics sale, Wild Rose's production of The Lion King Jr., the Walk, Bike, Roll to school event at Mayflower Elementary, in which she participated, and invited everyone to attend Monrovia Days.

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.

- **Tori Goodwin commented on the Village Program.**
- **Karen DeClue commented on MHS aquatics.**

- **Eric Randel commented on MHS aquatics.**
- **Randy Jucksch commented on MHS aquatics.**
- **Lauren Mooney commented on the Village Program.**

A recess was called by Board Member Hammond at 7:34 pm
Meeting resumed at 7:42 pm

- **Amy Feng commented on the Village Program.**
- **Emma Feng commented on the Village Program.**
- **Jeff Nolan commented on the Village Program.**
- **Jennifer Andelin commented on the Village Program.**
- **Randy Bell commented on MHS aquatics.**
- **Emerson Randel, Austin Heraldez, and Layla Heraldez commented on MHS aquatics.**
- **Elyza Heraldez commented on MHS aquatics.**
- **Marilynn Rios commented on the Village Program.**
- **Daniel Chacon commented on arts education.**
- **Jennifer Lindy commented on the Village Program.**

2. Public Comments for items on the Open Session Agenda
There are none.

H. STAFF PRESENTATIONS (Moved on the agenda to top of Section J. Action Items, after item J.5.)

~~**1. MEASURE MM UPDATE**~~
~~The Board of Education will receive a Measure MM update presentation.~~

I. CONSENT AGENDA

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

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

Approval of Consent Agenda:
Motion by Board Member Lockerbie, seconded by Board Member Ocon. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.

EDUCATIONAL SERVICES

1. 24/25-1085 - PROFESSIONAL SERVICE CONTRACT WITH COMMUNICAID LANGUAGE SOLUTIONS
The Board of Education is requested to renew a Professional Services Contract with Communicaid Language Solutions to provide translation services for foreign transcript and enrollment documentation, as well as interpreting services for IEP meetings and parent-teacher conferences for Monrovia Unified School District students from July 1, 2025 through June 30, 2026.
Monrovia_Unified_SD_Contract_Proposal_2025-26.pdf

2. 24/25-1086 - BOARD POLICY 6142.7, PHYSICAL EDUCATION, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to approve Board Policy 6142.7, Physical Education, and its accompanying administrative regulation recommended by the California School Boards Association (CSBA).
BP 6142.7 Physical Education 05.12.2025.pdf
AR 6142.7 Physical Education 05.12.2025.pdf

BUSINESS SERVICES

3. 24/25-2107 - 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 $2,134,625.19 from March 29, 2025, through April 19, 2025; Warrants in the amount of $2,537,963.12 paid from March 29, 2025, through April 19, 2025; Payroll in the amount of $2,506,669.93 issued March 29, 2025, through April 19, 2025.
BAI 2107 Purchase order & payment of bills (a-c)_5-7-25.pdf

4. 24/25-2108 - DISTRICT CASH RECEIPTS
The Board of Education is requested to receive District cash receipts, Deposit Report No. 26-28, deposited April 8, and April 22, 2025, for a total amount of $1,126,007.51.
BAI 2108 DEP #26-28_5-7-25.pdf

5. 24/25-2109 - PROFESSIONAL SERVICE AGREEMENTS
The Board of Education is requested to approve the Professional Service Agreements Report No. 12 for the Monrovia Unified School District 2024-25 school year.
PSA Report No. 12 - May 7, 2025.pdf

HUMAN RESOURCES

6. 24/25-3074 - PERSONNEL ASSIGNMENTS
The Board of Education is requested to approve Personnel Assignments Report #15.
BRD Report 20250507 Personnel Report 15.pdf

7. 24/25-3075 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL
The Board of Education is requested to approve Travel and Conference Report #11.
T&C 05072025.pdf

8. 24/25-3076 - REQUEST BOARD CONCURRENCE WITH THE PERSONNEL COMMISSION BUDGET FOR THE 2025-2026 FISCAL YEAR
The Board of Education is requested to receive the Personnel Commission Budget for 2025-2026 school year.
504-035 Annual Budget of Personnel Commission (1) (1).pdf

BOARD BUSINESS

9. 24/25-5032 - MEMORANDUM OF AGREEMENT BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT, THE CITY OF MONROVIA, AND CENTRE STAGE PRODUCTIONS FOR THE ORGANIZATION AND PRODUCTION OF THE 2025 MONROVIA DAYS PARADE & FESTIVAL
The Board of Education is requested to approve a Memorandum of Agreement (MOA) between the District, the City of Monrovia, and Centre Stage Productions, for the organization and production of the upcoming 2025 Monrovia Days Parade & Festival on May 15-18, 2025.
MOA Monrovia Days 2025.pdf

5. 24/25-3079 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), AND ITS MONROVIA CHAPTER 20 (Moved to after Consent)
The Board of Education is requested to approve a Memorandum of Understanding (MOU) with CSEA Chapter 20 regarding the Village Extended School Program and the use of Boys and Girls Club of the Foothills to supplement staffing.
Motion by Board Member Travanti, seconded by Board Member Ocon. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.
CSEA MOU Village After School Program signed.pdf

A recess was called by Board Member Hammond at 8:32 pm
Meeting resumed at 8:41 pm

H. STAFF PRESENTATIONS (Moved on the Agenda.)

1. MEASURE MM UPDATE
The Board of Education will receive a Measure MM update presentation.
Board Member Travanti clarified to the public that the Board has not arrived at a point where they can let the public know about the next steps with the next draw.

J. ACTION ITEMS (Non-Consent)

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

1. 24/25-1087 - CIF MULTI-SCHOOL AGREEMENT BETWEEN MONROVIA HIGH SCHOOL AND MOUNTAIN PARK SCHOOL
The Board of Education is requested to approve the CIF Multi-School Agreement Between Monrovia High School and Mountain Park School. This multi-school agreement between Monrovia High School (MHS) and Mountain Park School (MPS) will allow MPS students to participate on MHS athletics teams.
Motion by Board Member Travanti, seconded by Board Member Ocon. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.
2025-26 CIF Application For New Multi-School Membership Status.pdf

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

2. 24/25-2111 - RUBRIK CLOUD VAULT, OFFSITE BACKUP, 3 YEAR SERVICE AGREEMENT
The Board of Education is requested to approve the off-site backup of District data and systems through Rubrik Cloud Vault for three (3) years.
Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.
Rubrik Cloud Vault, 3 Year 5-7-25.pdf

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

3. 25/26-3077 - DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS
The Board of Education is requested to adopt the Declaration of Need for Fully Qualified Educators for the 2025-26 school year.
Motion by Board Member Ocon, seconded by Board Member Gomez Tagle. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.

25-26 DON - cl500.pdf

4. 24/25-3078 - RESOLUTION 2425-34 RECOGNIZING MAY 18 - 24, 2025 AS "CLASSIFIED SCHOOL EMPLOYEE WEEK"
The Board of Education is requested to adopt Resolution 2425-34, recognizing May 18 - 24, 2025, as “Classified School Employee Week."
Motion by Board Member Ocon, seconded by Board Member Lockerbie. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.
Resolution 2425_34 Classified Employee Week 2025 .pdf

~~**5. 24/25-3079 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), AND ITS MONROVIA CHAPTER 20 (Moved to after Consent)**~~
~~The Board of Education is requested to approve a Memorandum of Understanding (MOU) with CSEA Chapter 20 regarding the Village Extended School Program and the use of Boys and Girls Club of the Foothills to supplement staffing.~~
CSEA MOU Village After School Program signed.pdf

6. 24/25-3080 MEMORANDUM OF UNDERSTANDING (MOU) WITH MONROVIA TEACHERS ASSOCIATION (MTA)
The Board of Education is requested to approve a Memorandum of Understanding (MOU) with the Monrovia Teachers Association (MTA) regarding TK class sizes.
Motion by Board Member Travanti, seconded by Board Member Ocon. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.
TK Class Size Stipend MOU Signed 04_2025.pdf

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

7. 24/25-5033 - RESOLUTION NO. 2425-36, DECLARING MAY 2025, AS *"MENTAL HEALTH AWARENESS MONTH"*
The Board of Education is requested to adopt Resolution No. 2425-36, declaring the month of May 2025, as "*Mental Health Awareness Month* ."
Motion by Board Member Travanti, seconded by Board Member Ocon. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.
Resolution 2425-36 Mental Health Awareness Month 2025.pdf

8. 24/25-5034 - RESOLUTION NO. 2425-37, RECOGNIZING MAY 2025, AS *"ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH"*
The Board of Education is requested to approve Resolution No. 2425-37, recognizing May 2025, as *"Asian American and Pacific Islander Heritage Month."*
Motion by Board Member Gomez Tagle, seconded by Board Member Ocon. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.
Resolution 2425-37 Asian American and Pacific Islander Heritage Month May 2025.pdf

9. 24/25-5035 - PROPOSED BOARD MEETING SCHEDULE FOR 2025-2026 SCHOOL YEAR
The Board of Education is requested to review and approve the schedule of the Regular Board of Education meetings for the 2025-2026 school year.
Motion by Board Member Travanti, seconded by Board Member Lockerbie. **Vote 5-0**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond Y.

2025-26 Proposed Board Meeting Dates.pdf

K. INFORMATION ITEMS

1. BOARD BYLAW 9224, OATH OR AFFIRMATION

The Board of Education is requested to receive for first reading Board Bylaw 9224, Oath or Affirmation, as recommended by the California School Boards Association.
BB 9224 Oath or Affirmation 05.07.2025.pdf

2. BOARD BYLAW 9260, LEGAL PROTECTION

The Board of Education is requested to receive for first reading Board Bylaw 9260, Legal Protection, as recommended by the California School Boards Association.
BB 9260 Legal Protection 05.07.2025.pdf

Both Bylaws will be brought back on Consent at the next Board meeting.

L. FUTURE MEETING DATES

- May 21, 2025; 6:30 p.m. - Regular Board of Education Meeting
- June 11, 2025; 6:30 p.m. - Regular Board of Education Meeting
- June 25, 2025; 6:30 p.m. - Regular Board of Education Meeting

M. NEW BUSINESS

- Monrovia Days Parade - Thursday, May 15; 7:00 p.m.
- Monrovia Days Community Festival - May 16-18 at Library Park
- Monrovia P.A.T.H.S. Meeting - May 22; 6:00 p.m. Boardroom
- Local Recess, May 23, 2025 (All Sites Closed)
- Memorial Day, May 26, 2025 (All Sites Closed)

Board Member Travanti asked Dr. Hart Rodas to work on scheduling a session for Board Members in May or early June.

Graduation and Promotion Ceremonies

- **Monrovia Community Adult School** - Thursday, May 29; 6:00 p.m.
- **Santa Fe Computer Science Magnet School** - Tuesday, June 3; 8:30 a.m.
- **Clifton Middle School** - Tuesday, June 3; 9:00 a.m.
- **Canyon Oaks High School/Mountain Park School** - Tuesday, June 3; 6:00 p.m.
- **Monrovia High School** - Wednesday, June 4; 5:00 p.m.

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 9:15 pm. Meeting closed in memory of Mary Louise Sandoval and Mary Bourne.

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

SPECIAL BOARD OF EDUCATION OPEN SESSION MEETING
Monday, May 12, 2025
4:00 p.m. - Superintendent's Office **UNADOPTED MINUTES**

A. CONVENE SPECIAL BOARD OF EDUCATION OPEN SESSION MEETING (GC54959)

1. Meeting called to order by presiding chairperson, Board Member Hammond at 4:00 pm.

2. Pledge of Allegiance by Board Member Travanti

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
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. Public Comments for items on the Special Board Meeting Agenda
Randy Medina commented on Item B.1.

B. ACTION ITEMS

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

1. 24/25-3081 - RESOLUTION 2425-38 FINAL ACTION ON DISMISSAL OF CERTIFICATED EMPLOYEES DUE TO REDUCTION OR ELIMINATION OF PARTICULAR KINDS OF SERVICE

The Board of Education is asked to approve resolution no. 2425-38 a final action on dismissal of certificated employees due to the Reduction or Discontinuance of Particular Kinds of Service.

Board Member Travanti asked why we are having a special Board meeting to discuss this item, and Dr. Landesfeind clarified that it is because we were waiting for the administrative judge to send their judgment, and it did not arrive in time to be on the agenda for the regular Board meeting.

Board Member Travanti asked how many employees were on the original RIF list. Dr. Landesfeind clarified that originally there were 38 on the list, and now there are 25 employees on the list because the TOSA positions were filled, there were resignations, and job shares.

Board Member Travanti asked if all employees on the list received the appropriate information. Dr Landesfeind informed the Board that letters were sent and all are on the rehire list.

Board President Hammond stated that during public comment, it was mentioned that this should have been done earlier, and he believes this is partially correct, but COVID happened, and we had more money and higher enrollment.

Board President Hammond shared his thoughts that a RIF only creates instability in an organization as we go through this process.

Board Member Lockerbie shared her thoughts that this is not easy, and it is heartbreaking. COVID threw a wrench in the process, and throughout the pandemic, our staff had employment. Board Member Lockerbie apologized for whatever responsibility she had for not helping the balance, but she is not sorry for the grace reflected during COVID. She appreciates the work of Dr. Hart Rodas and staff.

Motion by Board Member Travanti, seconded by Board Member Ocon. **Vote 4-1**
Board Member Ocon Y, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond N.
Monrovia - Final Resolution 2425_38 to Implement Reduce or Discontinue PKS 2025.pdf
ALJ_Decision.pdf

C. ADJOURN SPECIAL BOARD OF EDUCATION MEETING at 4:31 pm.

Dr. Paula Hart Rodas, Superintendent

Selene Lockerbie, Board Clerk

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

1. COUNSELOR PRESENTATION

RECOMMENDATION

The Board of Education is requested to receive a presentation on the Monrovia Unified School District Counseling Program, highlighting its goals, services, and impact on student success.

Rationale:

Background:

Budget Implication ($ Amount):

Legal References:

Additional Information:

ATTACHMENTS

Counselor Presentation

MONROVIA
UNIFIED SCHOOL DISTRICT

Counselor Presentation

May 21, 2025

MUSD School Counselors

MONROVIA
UNIFIED SCHOOL DISTRICT

How do school counselors support students?

MONROVIA UNIFIED SCHOOL DISTRICT

What do school counselors do?

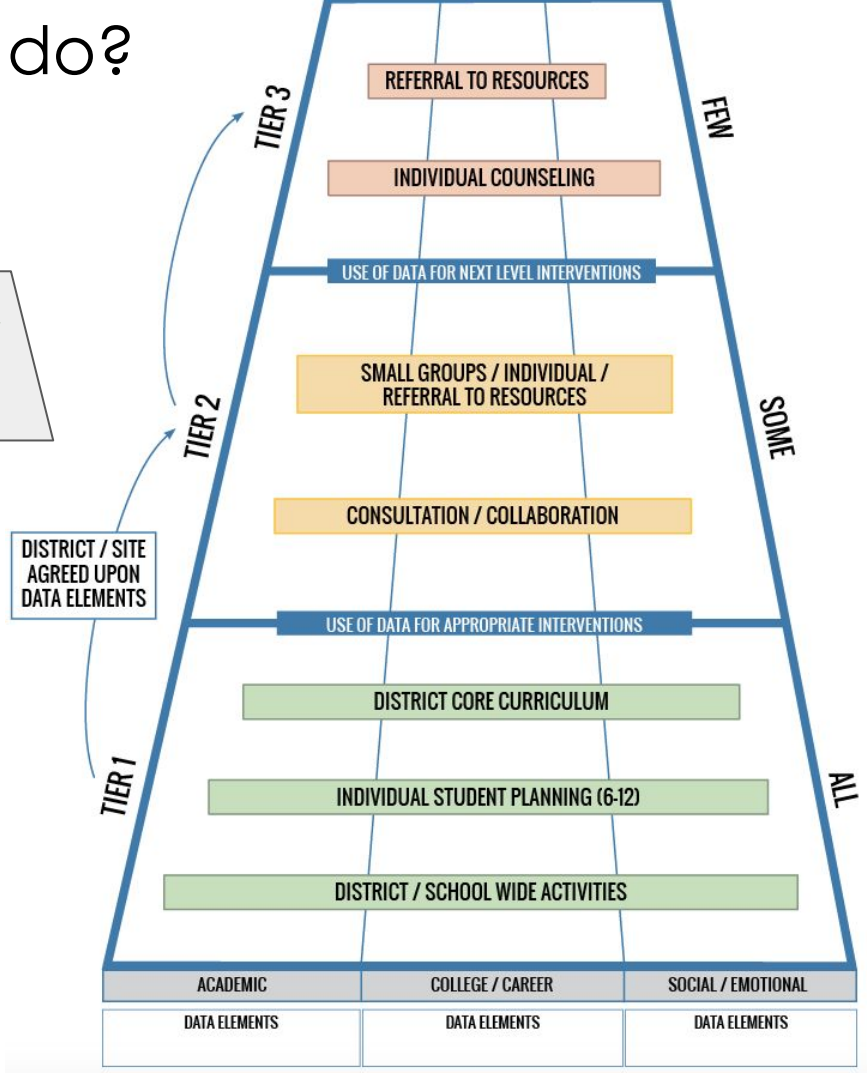
Social/Emotional Learning (SEL)

Academics

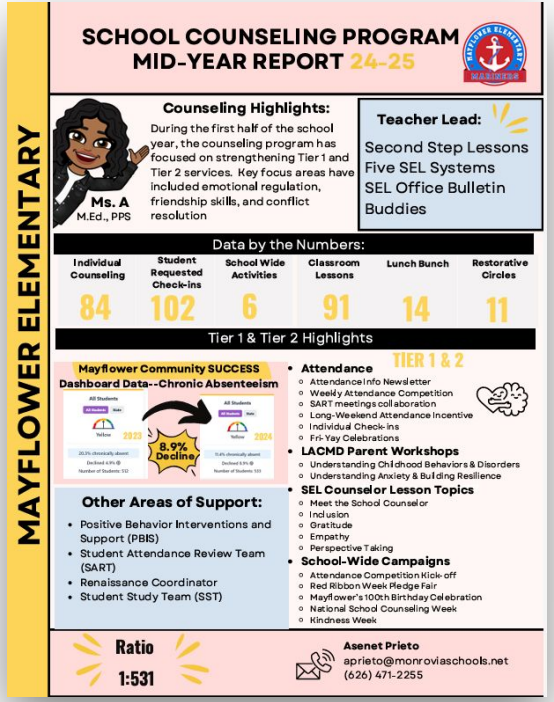
College/Career Goals

How do we do it?

Multi-Tiered, Multi-Domained, System of Supports



Outcomes of School Counseling Program: Mid-Year Reports (samples)



MAYFLOWER ELEMENTARY

SCHOOL COUNSELING PROGRAM
MID-YEAR REPORT 24-25

Ms. A
M.Ed., PPS

Counseling Highlights:
During the first half of the school year, the counseling program has focused on strengthening Tier 1 and Tier 2 services. Key focus areas have included emotional regulation, friendship skills, and conflict resolution

Teacher Lead:
Second Step Lessons
Five SEL Systems
SEL Office Bulletin Buddies

Data by the Numbers:

Individual Counseling	Student Requested Check-ins	School Wide Activities	Classroom Lessons	Lunch Bunch	Restorative Circles
84	102	6	91	14	11

Tier 1 & Tier 2 Highlights

Mayflower Community SUCCESS Dashboard Data--Chronic Absenteeism

8.9% Decline

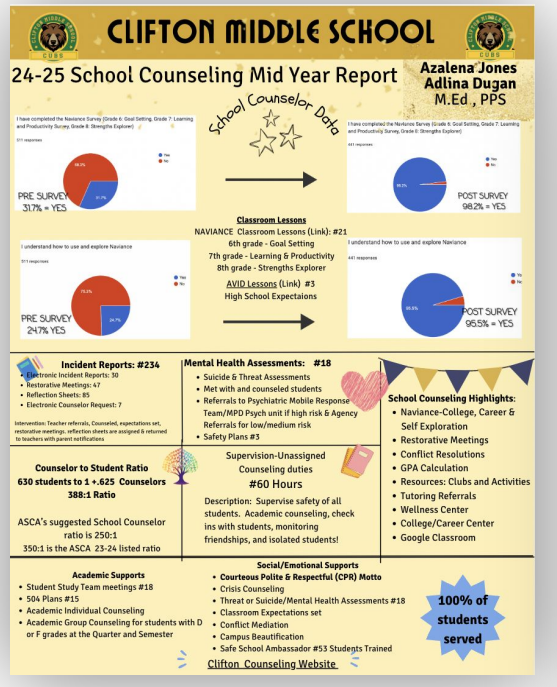
Other Areas of Support:
- Positive Behavior Interventions and Support (PBIS)
- Student Attendance Review Team (SART)
- Renaissance Coordinator
- Student Study Team (SST)

TIER 1 & 2

- **Attendance**
  - Attendance Info Newsletter
  - Weekly Attendance Competition
  - SART meetings collaboration
  - Long-Weekend Attendance Incentive
  - Individual Check-ins
  - Fri-Yay Celebrations
- **LACMD Parent Workshops**
  - Understanding Childhood Behaviors & Disorders
  - Understanding Anxiety & Building Resilience
- **SEL Counselor Lesson Topics**
  - Meet the School Counselor
  - Inclusion
  - Gratitude
  - Empathy
  - Perspective Taking
- **School-Wide Campaigns**
  - Attendance Competition Kick-off
  - Red Ribbon Week Pledge Fair
  - Mayflower's 100th Birthday Celebration
  - National School Counseling Week
  - Kindness Week

Ratio 1:531

Asenet Prieto
aprieto@monroviaschools.net
(626) 471-2255



CLIFTON MIDDLE SCHOOL

24-25 School Counseling Mid Year Report

Azalena Jones
Adlina Dugan
M.Ed , PPS

School Counselor Data

PRE SURVEY 31.7% = YES

POST SURVEY 98.2% = YES

Classroom Lessons
NAVIANCE Classroom Lessons (Link): #21
6th grade - Goal Setting
7th grade - Learning & Productivity
8th grade - Strengths Explorer
AVID Lessons (Link) #3
High School Expectaions

PRE SURVEY 24.7% YES

POST SURVEY 95.5% = YES

Incident Reports: #234
- Electronic Incident Reports: 50
- Restorative Meetings: 47
- Reflection Sheets: 85
- Electronic Counselor Request: 7

Intervention: Teacher referrals, Counseled, expectations set, restorative meetings, reflection sheets are assigned & returned to teachers with parent notifications

Mental Health Assessments: #18
- Suicide & Threat Assessments
- Met with and counseled students
- Referrals to Psychiatric Mobile Response Team/MPO Psych unit if high risk & Agency Referrals for low/medium risk
- Safety Plans #3

School Counseling Highlights:
- Naviance-College, Career & Self Exploration
- Restorative Meetings
- Conflict Resolutions
- GPA Calculation
- Resources: Clubs and Activities
- Tutoring Referrals
- Wellness Center
- College/Career Center
- Google Classroom

Counselor to Student Ratio
630 students to 1 +.625 Counselors
388:1 Ratio

ASCA's suggested School Counselor ratio is 250:1
350:1 is the ASCA 23-24 listed ratio

Supervision-Unassigned Counseling duties
#60 Hours

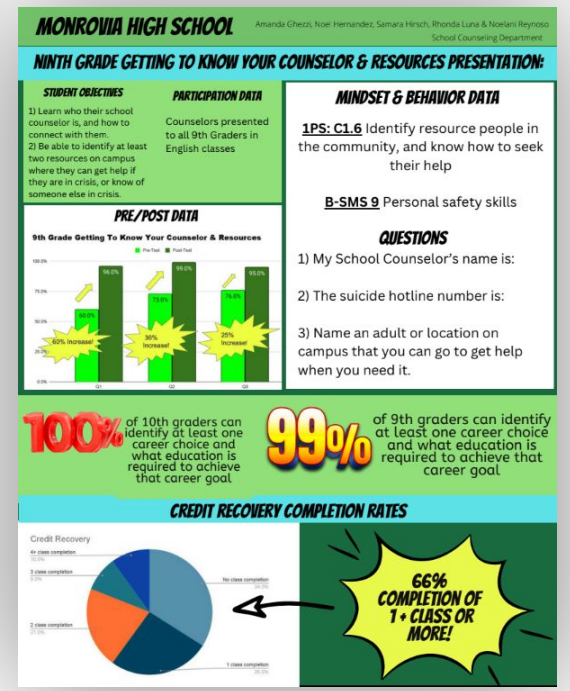
Description: Supervise safety of all students. Academic counseling, check ins with students, monitoring friendships, and isolated students!

Academic Supports
- Student Study Team meetings #18
- 504 Plans #15
- Academic Individual Counseling
- Academic Group Counseling for students with D or F grades at the Quarter and Semester

Social/Emotional Supports
- Courteous Polite & Respectful (CPR) Motto
- Crisis Counseling
- Threat or Suicide/Mental Health Assessments #18
- Classroom Expectations set
- Conflict Mediation
- Campus Beautification
- Safe School Ambassador #53 Students Trained

Clifton Counseling Website

100% of students served



MONROVIA HIGH SCHOOL

Amanda Ghezzi, Noe Hernandez, Samara Hirsch, Rhonda Luna & Noelani Reynoso
School Counseling Department

NINTH GRADE GETTING TO KNOW YOUR COUNSELOR & RESOURCES PRESENTATION:

STUDENT OBJECTIVES
1) Learn who their school counselor is, and how to connect with them.
2) Be able to identify at least two resources on campus where they can get help if they are in crisis, or know of someone else in crisis.

PARTICIPATION DATA
Counselors presented to all 9th Graders in English classes

PRE/POST DATA

9th Grade Getting To Know Your Counselor & Resources

62% Increase! 36% Increase! 25% Increase!

MINDSET & BEHAVIOR DATA

1PS: C1.6 Identify resource people in the community, and know how to seek their help

B-SMS 9 Personal safety skills

QUESTIONS
1) My School Counselor's name is:

2) The suicide hotline number is:

3) Name an adult or location on campus that you can go to get help when you need it.

100% of 10th graders can identify at least one career choice and what education is required to achieve that career goal

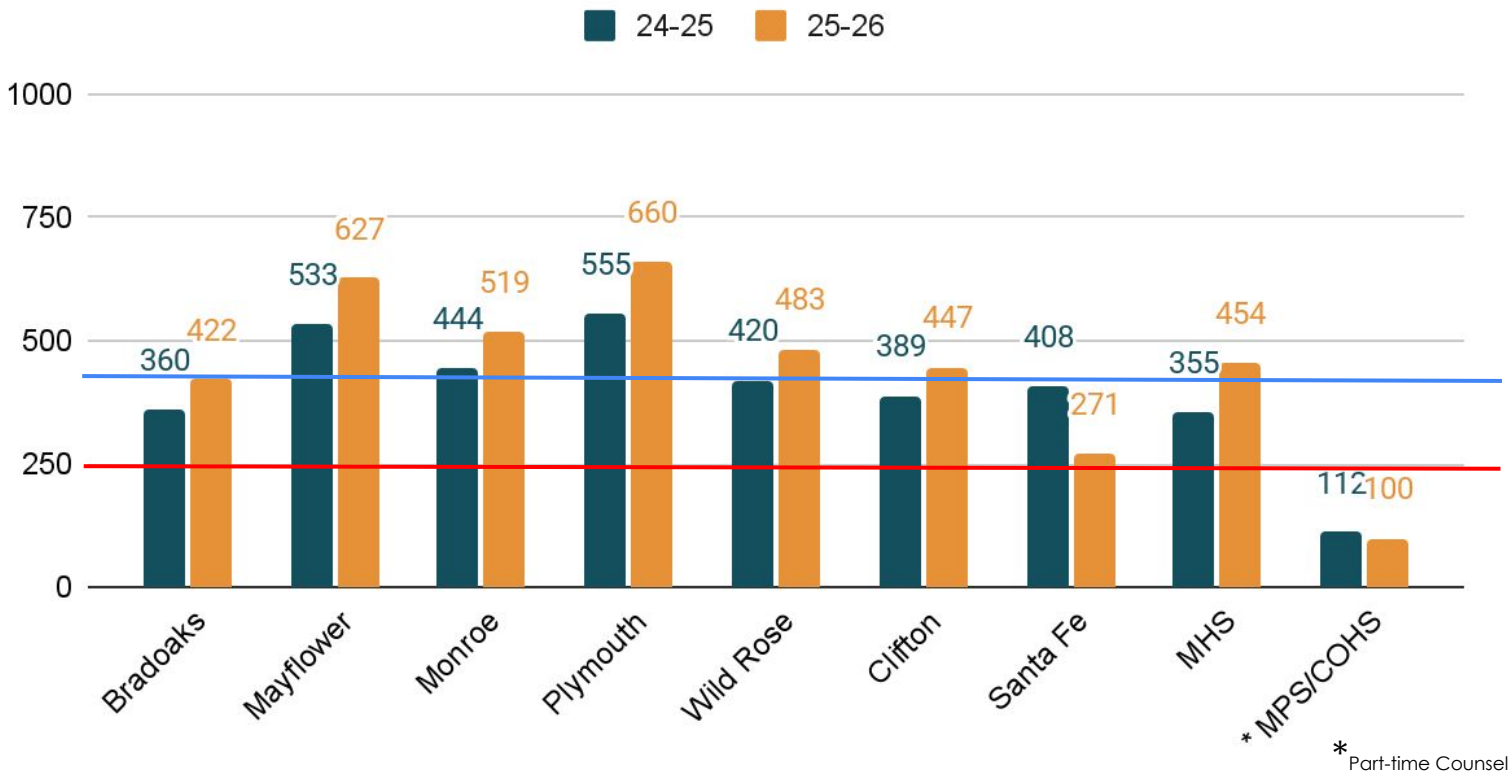
99% of 9th graders can identify at least one career choice and what education is required to achieve that career goal

CREDIT RECOVERY COMPLETION RATES

Credit Recovery

66% COMPLETION OF 1+ CLASS OR MORE!

Counselor Caseloads



*Part-time Counselor

Elementary School Counseling Program

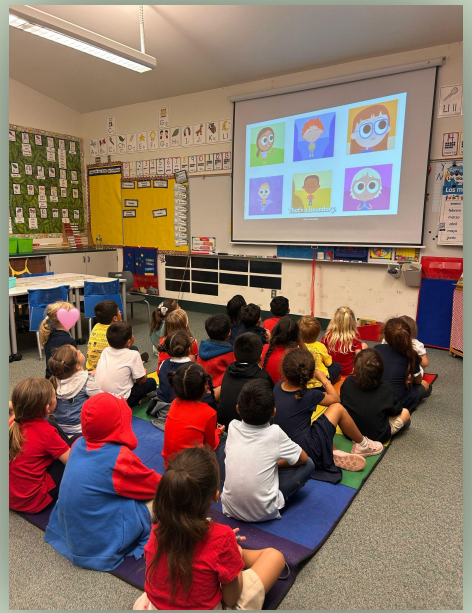
- **Tier 1 - All Students**
  - Social Emotional Learning (SEL) Lessons
    - Self Esteem, Friendship, Bullying Prevention, Internet Safety
    - Schoolwide Activities
      - Kindness Week
      - National Mental Health Month

- **Tier 2 - Some Students**
  - SEL Small Group Activity
    - Self Esteem - 10 personal words/phrases that affirm positive identity

- **Tier 3 - Few Students**
  - Individual Counseling (short term)
  - Referrals to outside agencies: (D'Veal, Pacific Clinics, Care Solace)
  - Crisis Response

Elementary School Counseling Program

330 Classroom Social Emotional Lessons



30 Small Groups in total with multiple sessions

111 Students received individual counseling

95 Referrals to outside agencies

18 Crisis Responses (Risk/Threat Assessments)

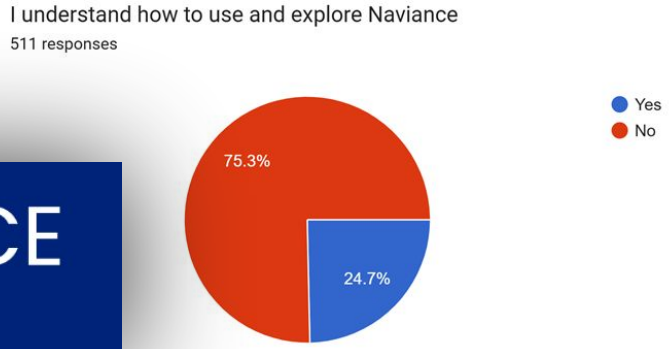
Middle School Counseling Program

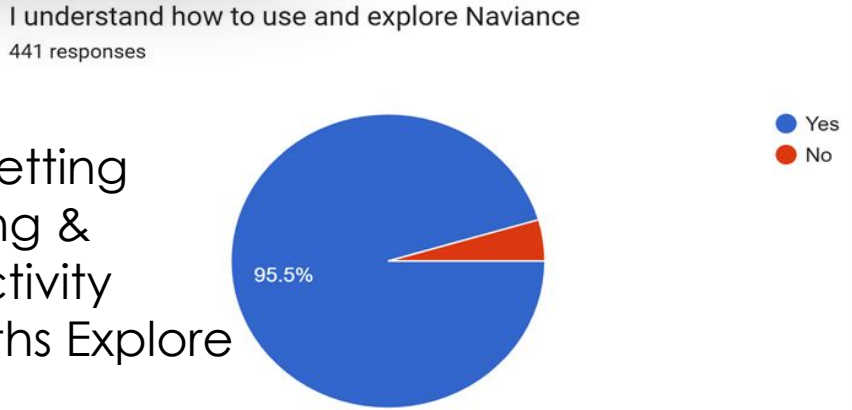
MONROVIA UNIFIED SCHOOL DISTRICT

College / Career
33 Classroom Lessons

NAVIANCE
Student Login

- ❑ Goal Setting
- ❑ Learning & Productivity
- ❑ Strengths Explore





Middle School Counseling Program

Academic & **SEL**
Group Counseling Sessions

33 Section 504 & Mental Health Assessments

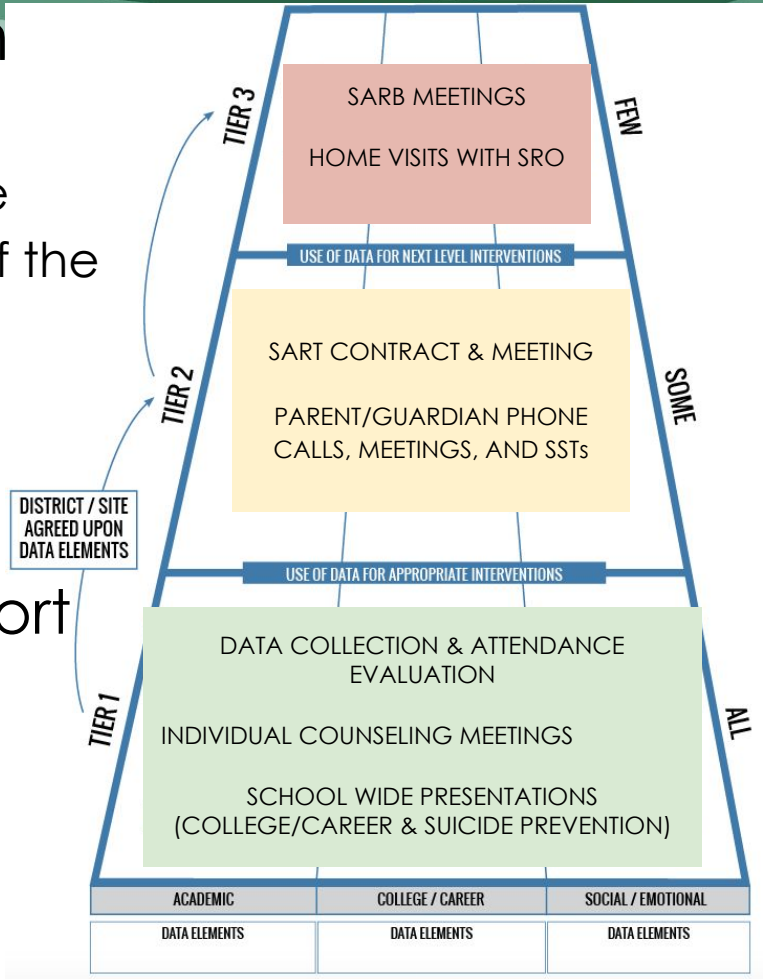
234 Incident Reports - Individual Meetings

47 Restorative Group Counseling Meetings

High School Counseling Program

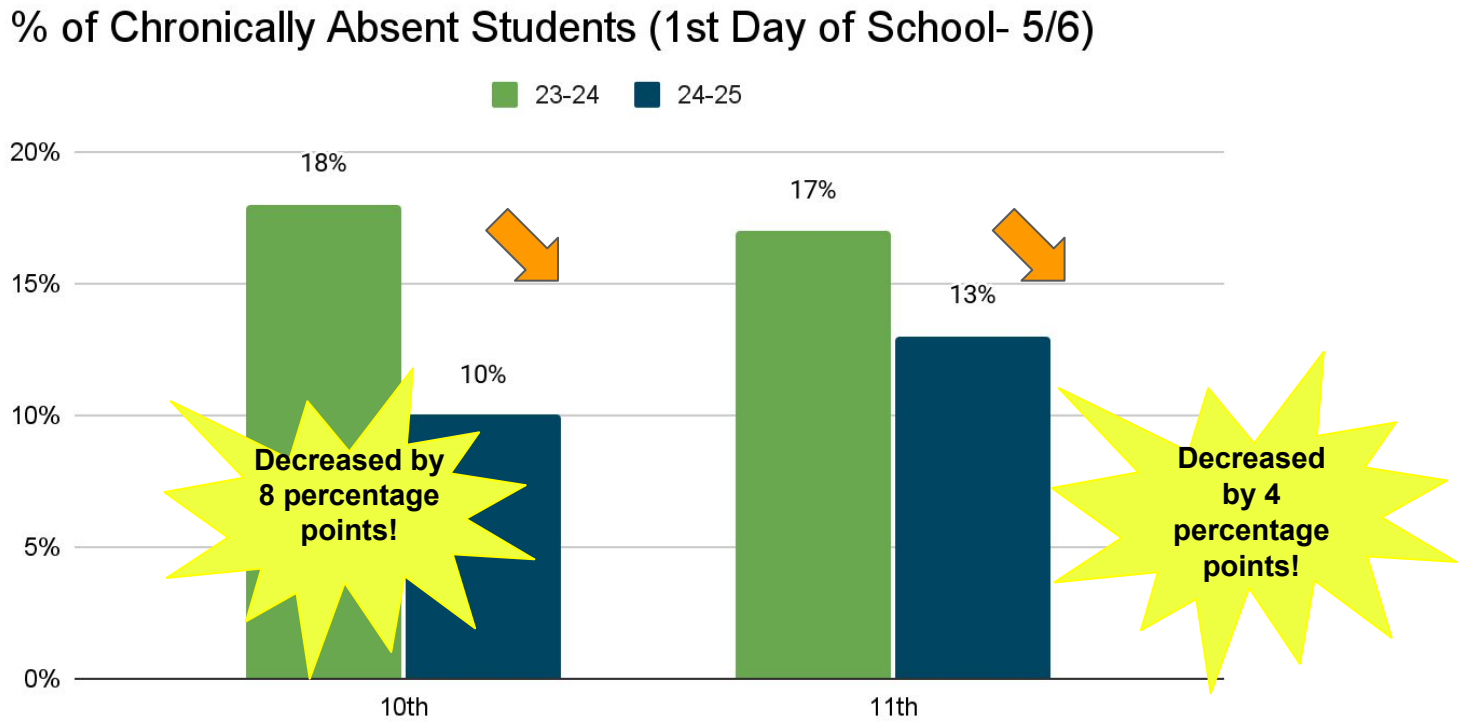
2024-2025 Goal: Annual Student Decrease Chronic Absenteeism (10% or more days of the school year missed)

- Analyze data
- Set goals
- Use MTMDSS framework to support chronically absent students



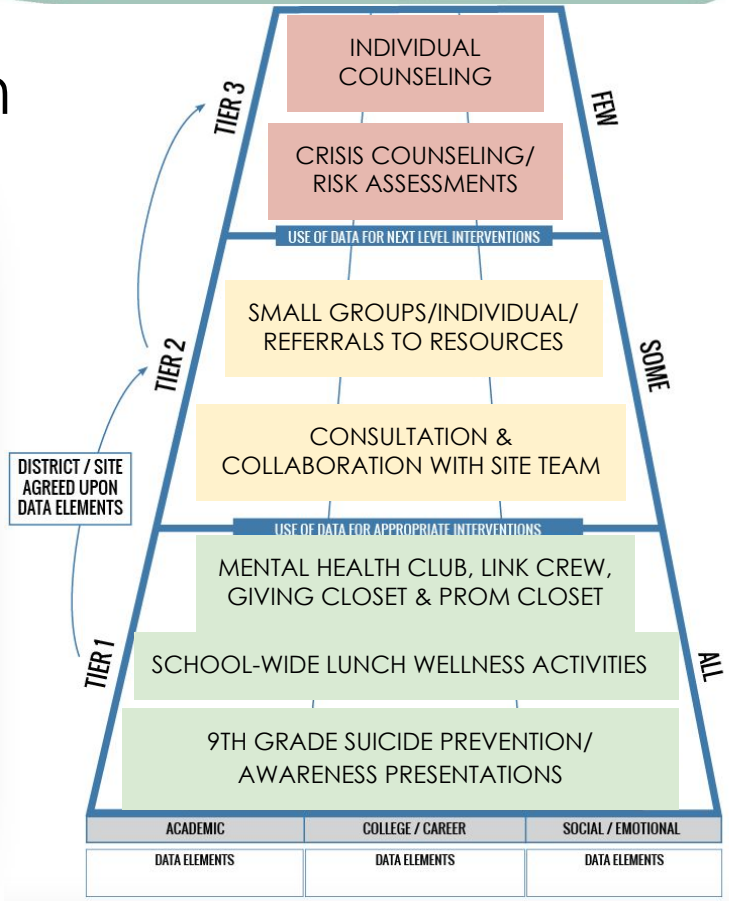
Monrovia High School

2024-2025 Outcome Goal Achieved!



MONROVIA UNIFIED SCHOOL DISTRICT

Wellness Center - Suicide Prevention



Next Steps & Future Focus

APPLY FOR RAMP

AMERICAN SCHOOL COUNSELOR ASSOCIATION

RECOGNIZED ASCA MODEL PROGRAM

MONROVIA UNIFIED SCHOOL DISTRICT

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

2. MEASURE MM AND FACILITIES UPDATE

RECOMMENDATION

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

Rationale:

Background:

Budget Implication ($ Amount):

Legal References:

Additional Information:

A copy of the Measure MM & Facilities update report is attached.

ATTACHMENTS

Measure MM Update 5-21-25.pdf

MONROVIA
UNIFIED SCHOOL DISTRICT

Measure MM & Facilities Update

May 21, 2025

Bradoaks ES Rebuilding Project

- Received DSA archived plans (building had been modified)
- Project registered with DSA
- Site survey completed
- Next Steps: June 6th - submittal to DSA

Monrovia HS Aquatics Project

- Concepts to be completed 1st week of June
- Next Steps: Concepts reviewed by Board and District staff

Site Assessments

- Assessments completed
- Report under review
- Next steps: Prepare recommendations for projects/timeline

Funding

- Prop 2 Eligibility: CLC is analyzing data
- Account-Ability being populated with historical data (2021 - Current)
- Dixon team compiling records for State Matching
- Met with Fieldman & Rolapp
- Advising District Staff on coding, processes, & procedures
- Next Steps: Develop cash flow

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

1. 24/25-1088 - AGREEMENT WITH EXPLORE LEARNING, LLC

RECOMMENDATION

The Board of Education is requested to approve an agreement with Explore Learning, LLC, for site licenses and access to Reflex and Frax for the 2025-26 school year.

Rationale:

Explore Learning offers two platforms our elementary schools utilize: Reflex and Frax. Reflex and Frax are interactive and adaptive for mastering basic facts in addition, subtraction, multiplication, and division by helping students quickly gain math fact fluency and confidence while allowing educators and parents to monitor progress and celebrate success. Reflex and Frax are utilized at all elementary schools to support mastery of math standards.

Background:

Elementary sites have utilized Reflex and Frax for the past 6 school years. Teachers and administrators have shared that the programs have had a positive impact on studentsâ€™ math fact fluency, and conceptual understanding of fractions.

Budget Implication ($ Amount):

The cost for a one-year license of Reflex and Frax is $21,577.50, which includes webinar training at no additional cost. The cost of the licenses will be using the district's Supplemental and Concentration funds.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

ExploreLearning Reflex and Frax 2025-26

ExploreLearning Reflex and Frax
For: Monrovia Unified School Dist
Presented to: Caitlin MacDonald, TOSA
By: Courtney Taffe
Proposal Expires on: August 31, 2025

Quantity	Unit	Product	Months	Total
5	Bundle	Bundle: Reflex + Frax; Site License	12	$23,975.00
2	Webinars	Included webinar training for up to 40 participants.	12	$0.00

Subtotal:	$23,975.00
Discount:	($2,397.50)
Total:	**$21,577.50**

Paula Hart Rodas, Ed.D.
Superintendent

05/21/2025
Date

Multi-year Discounts		Savings of
3 YEARS	$58,259.25	**$6,473.25**
2 YEARS	$40,997.25	**$2,157.75**

This proposal presented on April 10, 2025 is made on behalf of ExploreLearning, LLC (FEIN 38-3942548).

Prices contained herein do not include applicable state and local sales taxes. Sales tax may be adjusted at the time of invoicing. Pricing information made herein is strictly confidential and is supplied on the understanding that it will be held confidential and not disclosed to third parties without the prior written consent of ExploreLearning.

Acceptance

All ExploreLearning subscriptions and/or services are offered subject to ExploreLearning's standard license and terms of use and privacy policy (the "License Terms"), available on the product log in pages as supplemented by the terms of the applicable proposal - and ExploreLearning's K-12 processing (https://web.explorelearning.com/k12processing/). By placing an order, customer confirms its acceptance of the License Terms, as well as the fees in the proposal, which together with the awarded proposal and/or any other associated agreement entered into by ExploreLearning and customer regarding the subscriptions, products and services, constitute the entire agreement between customer and ExploreLearning regarding such subscriptions, products, and services (the "Agreement") and provides its authorization to ExploreLearning's K-12 processing as described. Customer and ExploreLearning agree that the terms and conditions of the Agreement supersede any additional or inconsistent terms or provision in any customer drafted purchase order, or any communications, whether written or oral, between customer and ExploreLearning relating to the subject matter hereof, which shall be of no effect. In the event of any conflict, the terms of the Agreement shall govern.

Next Steps

PLEASE NOTE THE QUOTE NUMBER (#Q-350618) MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.

If applicable, please include your certificate of tax-exempt status with your purchase order. Purchase Orders may be sent to ExploreLearning Orders via one of the following methods:

Email to: sales@explorelearning.com, please CC courtney.taffe@explorelearning.com to streamline processing
Fax to: 434-220-1484
Mail to: 110 Avon Street, Suite 300, Charlottesville, VA 22902

You may also contact Courtney Taffe at 866-882-4141, ext. 302 or courtney.taffe@explorelearning.com for more information on any aspect of this proposal (#Q-350618).

To ensure the effective implementation of ExploreLearning products in your school or district, please provide us with the following:

CONTACT
Who is the primary contact to coordinate professional development for your school or district? Please provide the following for that contact:

Name: _____

Title: _____

Email: _____

Phone: _____

WORKSHOP DETAILS
Provide us some details for your workshop(s):

# of Teachers: _____

# of Teachers who are new to the product: _____

# of Teachers who are experienced with the product: _____

TECHNOLOGY
Please provide a description of the types of technology your teachers and students will be using to implement ExploreLearning products:

Additional Notes
Your implementation manager will be in touch with your PD contact via email to schedule your professional development workshop(s). We look forward to working with your teachers!
Professional development workshops are only scheduled for dates after the start of your subscription.

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

2. 24/25-1089 - AGREEMENT WITH WEST COAST PROTECTION, LLC, DBA INTERQUEST DETECTION CANINES

RECOMMENDATION

The Board of Education is requested to approve an agreement with West Coast Protection, LLC dba Interquest Detection Canines to provide random unannounced visits to Clifton Middle School, Santa Fe Middle School, and Monrovia High School using non-aggressive, specially trained canines for the purpose of contraband detection and campus safety for the 2025-26 school year.

Rationale:

In accordance with the Monrovia Unified School Districtâ€™s Guiding Goal of maintaining safe, orderly, and positive learning environments, the campus safety action plans for Clifton and Santa Fe Middle Schools and Monrovia High School aim to proactively deter students from the use, possession, or sale of drugs and alcohol, as well as the possession of weapons. West Coast Protection, LLC, operating as Interquest Detection Canines, provides a service that helps our students make better choices while simultaneously removing unwanted contraband from the schools.

Background:

Interquest Detection Canines have been used at secondary schools for numerous years and have significantly changed the culture of these campuses. In recent years, there has been a notable decrease in the number of students found in possession of contraband items, as indicated by suspension and expulsion statistics.

Budget Implication ($ Amount):

Interquest agrees to provide thirty (30) half-day visits for the duration of the contract. MUSD may increase the total number of visits by notifying Interquest in writing. Each visit will be billed at a rate of $200.00. If multiple canine teams are used, each team will be charged separately. Interquest will issue invoices for services on a monthly basis at the end of each service month. Payments will be made from General Funds.

Legal References:

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

Additional Information:

A copy of the West Coast Protection, LLC, dba Interquest Detection Canines agreement is attached.

ATTACHMENTS

Interquest Canine Agreement 2025-26

West Coast Protection LLC
(DBA: Interquest Detection Canines)

Monrovia Unified School District
(the District)

This shall serve as an agreement by and between Interquest Detection Canines and the District for substance awareness and detection services is for the period of August 2025 through June 2026

It is understood that the District has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the District's desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non-aggressive contraband detection canines. Such inspections may be conducted on unannounced basis under the auspices and direction of the District administration with INTERQUEST acting as contractors of the District while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by District officials, shall be subject to inspection. Contraband detected on District property is the responsibility of the District.

INTERQUEST policy precludes the use of detection canines to "sniff" individuals under any circumstances.

INTERQUEST agrees to provide 30 visits for the duration of the contract. The District may increase the total number of visits by notifying INTERQUEST in writing. Each visit will be $200.00. Multiple canine teams will be charged on a per team basis. Sites to be serviced include Monrovia HS, Canyon Oaks HS, Mountain Park HS, Clifton MS and Santa Fe MS. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The District agrees to pay for services within thirty (30) days of receipt of such invoice.

Upon entering into this Agreement, DISTRICT shall provide INTERQUEST with a school calendar denoting inappropriate canine visit dates during the school year. The calendar will serve as an addendum to this Agreement. INTERQUEST will schedule visits based on available dates as reflected on the calendar. Service will not be scheduled until the calendar is received.

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and regional regulatory agencies as required. Detection canines are certified as reliable by the United States of America Detection Dog Association. All employees are registered with the Department of Justice in accordance with California Education Code requirements.

INDEPENDENT CONTRATOR STATUS
While performing its obligations under this agreement, INTERQUEST is an independent contractor and not an officer, employee or agent of the DISTRICT. INTERQUEST shall not at any time or in any manner represent that it or any of its officers, employees, or agents are employees of the DISTRICT.

INDEMNIFICATION
INTERQUEST agrees to indemnify, defend, and hold harmless the DISTRICT, its officers, agents, and employees from and against any and all liability, loss, damage, or expenses for claims for damages including but not limited to, bodily injury, death, personal injury or property damage, to the extent that such liability, loss damage or expense is directly and proximately caused by the negligence or wrongful acts of the INTERQUEST operations, or its services hereunder, including any workers' compensation suits, liability or expense, arising from or connected with services performed by or on behalf of INTERQUEST by any person pursuant to this agreement. INTERQUEST further agrees to pay on behalf of the DISTRICT any and all claims, damages, judgments, defense costs, adjuster fees and attorney fees directly resulting there from.

INSURANCE

Without limiting INTERQUEST's indemnification of the DISTRICT, INTERQUEST shall provide and maintain at its own expense during the term of this agreement the following program(s) of insurance covering its operations hereunder. Such insurance shall be provided by insurer(s) satisfactory to the DISTRICT and evidence of such programs satisfactory to the DISTRICT shall be delivered to the DISTRICT on or before the effective date of this agreement. Such evidence shall specifically identify this agreement and shall contain express conditions that the DISTRICT is to be given written notice at least thirty (30) days in advance of any modifications or termination of any program of insurance.

- GENERAL LIABILITY – A program including, but not limited to, comprehensive general endorsed for contractual liability coverages, with a combined single limit of not less than $4,000,000 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT and shall name the DISTRICT, its officers, agents and employees as an Additional Insured.

- AUTOMOBILE LIABILITY - A program including, but not limited to, comprehensive automobile liability with a combined single limit of not less than $1,000,000 per occurrence. Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT and shall name the DISTRICT, its officers, agents, and employees as Additional Insured.

- WORKERS' COMPENSATION – A program of workers' compensation insurance shall be in force and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers all persons providing services by or on behalf of INTERQUEST and all risks to such persons under this agreement.

Satisfactory evidence of the above required insurance programs shall be in the form of a Certificate of Insurance along with the appropriate policy endorsements affording Additional Insured Coverage.

INTERQUEST DETECTION CANINES

Scott Edmonds
Scott Edmonds
President

DATE: 04/25/25

FOR THE SCHOOL:

By _____
Dr. Paul Hart Rodas
Superintendent

DATE: _____
05/21/2025

Please return one (1) copy of this Agreement. Retain the other copy for school files.

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

3. 24/25-1090 - MEMORANDUM OF UNDERSTANDING BETWEEN PACIFIC CLINICS AND MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Pacific Clinics and Monrovia Unified School District. The partnership aims to provide mental health services to eligible students and families. This agreement will be in effect for two years, starting July 1, 2025, and ending June 30, 2027.

Rationale:

The Memorandum of Understanding (MOU) will allow Pacific Clinics to address specific behaviors through therapeutic interventions that increase student functioning within an educational setting, reduce symptoms, and restore or maintain functioning levels consistent with the requirements of learning and development, independent living, and enhanced self-sufficiency. This partnership will allow for the identification of and stipulation for the Outpatient Mental Health Services to be provided by Pacific Clinics to identified students and families of Monrovia Unified School District. Pacific Clinics will provide the following mental health services to students and families who qualify for services: Provide triage/risk screening of students in conjunction with the school staff; Mental health services for youth and their families; One-on-one counseling sessions with students; Family counseling for program participants; Peer groups; As necessary and with parents/guardian permission, refer to psychiatric services at the Pacific Clinics' main office.

Background:

Budget Implication ($ Amount):

There is no cost to Monrovia Unified School District.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

Pacific Clinics MOU 2025-26

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MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
PACIFIC CLINICS
AND
MONROVIA UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding ("Agreement") is entered into by and between Pacific Clinics, located at 800 S. Santa Anita Avenue, Arcadia, CA 91006 ("Agency"), and Monrovia Unified School District ("Partner"), located at 325 E. Huntington Drive, Monrovia, CA 91016. Agency and Partner are sometimes collectively referred to herein as "Parties" and individually as a "Party".

WHEREAS, the Parties wish to collaborate in their respective responsibilities on terms set forth more fully below; and

WHEREAS, the Parties will at all times act in good faith assist in the carrying out of all terms and obligations set forth in this Agreement; and

WHEREAS, the Parties wish to memorialize their respective responsibilities; and

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is for the Parties to collaborate in the delivery of services ("Services") that benefit each organization, and as further described in Exhibit A – Scope of Work, attached hereto and incorporated herein by this reference.

2. TERM

This Agreement shall commence on July 1, 2025 and will continue in full force and effect until June 30, 2027 (the "Term").

3. NO COMPENSATION

This Agreement does not obligate either Party to any compensation and will not result in an exchange of funds, personnel, or property, nor does this Agreement require or authorize any kind of financial commitment on the part of the Parties.

4. COMPLIANCE WITH LEGAL REQUIREMENTS:

Agency and Partner shall comply with all applicable federal, state and local laws and regulations.

5. CONFLICT OF INTEREST

Agency and Partner acknowledge that no prior or existing relationship exists nor any sanctions with Federal, State and County agencies that would prevent Agency and Partner from entering into and fulfilling all obligations under this agreement.

6. CONFIDENTIALITY

Partner understands that certain materials provided for Agency projects may contain confidential, sensitive, or protected information ("Confidential Information"). Confidential

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Information is all information disclosed to Partner concerning the Agency or its clients 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. Partner shall, during the term of this Agreement and for a period of five (5) years thereafter, maintain the confidentiality of information disclosed by Agency and will use such solely for the purpose expressly set forth herein. Partner 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 Partner;
(b) Is obtained by a third party who had the legal right to disclose Confidential Information to Partner;
(c) Is already in the possession of Partner as evidenced by written documentation that predates Partner's receipt of Confidential Information; or
(d) Is required by law, rule, or regulation.

7. DEBARMENT AND EXCLUSION

The Parties certify that neither it nor its principals are presently or have ever been disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, as required by Executive Order 12549 and implemented as 45 Code of Federal Regulations part 76. Agency agrees to notify Partner immediately if there is a change in any facts that supported this certification.

8. HIPAA COMPLIANCE

Partner agrees and intends to protect the privacy and provide for the security of Protected Health Information (PHI), pursuant to this Agreement in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The Parties will also sign Exhibit B - Business Associate Agreement, attached hereto and incorporated herein by this reference.

9. INDEMNIFICATION

Partner shall indemnify, defend and hold harmless Agency, its affiliates, employees and representatives from and against any and all liability or expense, including reasonable attorney's fees arising from or connected with claims for damages related to Partner's Services, which result in bodily injury, death, personal injury, or property damage, including physical damage or a material breach of this Agreement.

Agency shall indemnify, defend and hold harmless Partner, its affiliates, employees and representatives from and against any and all liability or expense, including reasonable attorney's fees arising from or connected with claims for damages relating to Agency Services, which result in bodily injury, death, personal injury, or property damage, including physical damage or a material breach of this Agreement.

10. INSURANCE

Agency and Partner shall each separately maintain in full force and effect the following insurance policies as a minimum throughout the term of this Agreement:

Comprehensive General Liability Insurance with limits of not less than One Million Dollars ($1,000,000.00) per occurrence.

Professional Liability (Malpractice) Insurance with limits of not less than One Million Dollars ($1,000,000.00) per occurrence, Three Million Dollars ($3,000,000.00) annual aggregate.

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A policy of worker's compensation insurance as required by the California Labor Code.

Proof of insurance will be provided upon request.

11. NON-ASSIGNMENT

Neither Party shall assign, transfer or subcontract this Agreement nor their rights or duties under this Agreement without the prior written consent of the other Party.

12. NON-DISCRIMINATION OF SERVICES

Agency and Partner must not discriminate against any person on the basis of race, color, religion, ancestry, ethnic or national origin, sex or on the basis of age or respect to an otherwise qualified handicap pursuant to the CIVIL RIGHTS ACT IF 1964, TITLE VI AND TITLE I OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT 1974, SECTION 109 AS AMENDED).

13. NOTICES

All notices or correspondence related to this agreement should be directed to:

Pacific Clinics
Kim M. Wells, Chief Legal Officer
800 S. Santa Anita Avenue
Arcadia, CA 91006

and

Monrovia Unified School District
Dr. Geoffrey Zamarripa,
Assistant Superintendent of Educational Services
325 E. Huntington Drive
Monrovia, CA 91016

14. RELATIONSHIP OF THE PARTIES

The Parties intend the relationship between them created by this Memorandum of Understanding is a cooperative agreement for the purpose identified in section 1, and is not intended to be, nor shall it be construed as a joint venture, association, partnership, or other form of business organization or agency relationship. Parties agree to take all steps necessary to maintain that status.

15. SEVERABILITY

If any provision of this Agreement shall be held or made invalid by a court decision, statute or rule, or shall be otherwise rendered invalid, the remainder of this Agreement shall not be affected thereby.

16. TERMINATION

Either Party may terminate this Agreement for convenience, at any time, upon 30 (thirty) days' advance written notice to the other Party, effective at the conclusion of such 30-day period.

17. AMENDMENTS

This Agreement may be amended in writing and shall be signed by the Parties.

18. COUNTERPARTS

This Agreement may be executed in identical counterparts; when taken together shall constitute the entire Agreement and shall have binding affect once all parties have executed one of the identical counterparts.

19. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the parties and shall supersede any previous written or verbal communication regarding the Services.

20. GOVERNING LAW

This Agreement shall be governed by the law of the State of California.

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IN WITNESS WHEREOF, the Parties, intending to be bound, have caused this Agreement to be executed. The undersigned certify that by signing this Agreement, they are duly authorized to execute this Agreement.

PACIFIC CLINICS

Signed by:
CA06E8E4E66D401...

3/18/2025

Executive Management Signature DATE
(CEO & President, Chief Legal Officer, Chief Financial Officer, VP Clinical Operations, VP Clinical Administration)

MONROVIA UNIFIED SCHOOL DISTRICT

Signed by:

Superintendent DATE

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EXHIBIT A
SCOPE OF WORK
SCHOOL LINKED SERVICES

This Scope of Work (SOW) is subject to the terms and conditions in the Agreement between Agency and Partner.

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.

Agency and Partner agree to provide the following services:

Agency will:

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. certify that its staff and/or trainees providing Services are adequately trained and prepared according to the prevailing professional standards;
3. certify that it shall provide reasonable and adequate supervision of its staff and/or trainees providing Services;
4. participate in the prescreening process and identify the mental health needs of students;
5. contact school and/or referring school personnel of referral to inform them of first appointment date (intake date) and/or services/linkage provided;
6. provide triage/risk screening of students in conjunction with the school staff;
7. provide training for screening and referring techniques on identifying students who are at risk and require mental health services;
8. provide mental health services during and after school hours, during school vacations and summer vacation. 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 Agency's main office site, at the home or somewhere else in the community;
9. 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 in order to work collaboratively toward treatment and progress;
10. have prerequisite tuberculosis 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; and
11. 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.

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Partner will:

1. complete referral process on all students referred to receive mental health services;
2. inform clinical team of Individualized Education Plan student meetings when a mental health referral is being considered;
3. provide a room on the school site conducive to providing therapeutic services, when needed;
4. support allowing the student to attend counseling during classroom hours;
5. support and encourage therapeutic intervention goals through reinforcing, in order to accomplish and maximize students' mental health treatment goals;
6. work collaboratively with Agency in establishing and implementing procedures and protocols regarding child abuse reporting, confidentiality issues, suicidal management and school site training; and
7. work collaboratively with Agency in determining an effective method to disseminate information to all students and their families regarding Services.

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EXHIBIT B
BUSINESS ASSOCIATE AGREEMENT

WHEREAS, **Pacific Clinics** headquartered at 499 Loma Alta Avenue, Los Gatos, California, 95030, , is a Covered Entity, as defined below, and wishes to disclose certain Protected Health Information ("PHI") to Monrovia Unified School District "Business Associate" pursuant to the terms of the Contract for Services defined below and this Agreement ("Business Associate Agreement" or "BAA") and this Agreement is made a part of the Contract for Services or Independent Contractor Agreement, as appropriate; and

WHEREAS, Covered Entity and Business Associate intend to protect the privacy and provide for the security of PHI disclosed to Business Associate pursuant to to the July 1, 2025 Memorandum of Understanding "Contract for Services" in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("HITECH Act"), and any current and future regulations and amendments promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable law; and

WHEREAS, as part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require Covered Entity to enter into a contract containing specific requirements with Business Associate prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Agreement.

In consideration of the mutual promises below and the exchange of information pursuant to this Agreement, the parties agree as follows:

I. Definitions

Terms used, but not otherwise defined, and terms with initial capital letters in this provision of the Agreement have the same meaning as defined under the Health Insurance Portability and Accountability Act of 1996, 42 USC §§ 1320d et seq. ("HIPAA") and the implementing regulations and with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("HITECH Act"), HIPAA Privacy and Security Breach Notification and Enforcement Rules, and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

A. **Agent** is defined as "one who represents and acts for another under the contract or relation of agency (Reference source: Black's Law Dictionary)".

B. **Breach,** as defined under HITECH, shall mean any reported, suspected, actual or alleged acquisition, access, use, or disclosure of Protected Health Information in a manner not permitted or allowed under state or federal privacy laws that compromises the security or privacy of the protected health information (45 C.F.R. Section 164.402 2013)

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C. Breach Notification as amended by HITECH, the CE shall, following the discovery of a breach of unsecured protected health information, notify each individual whose unsecured protected health information has been, or is reasonably believed by the covered entity to have been, accessed, acquired, used or disclosed as a result of such breach (45 C.F.R. Section 164.404 2013).

D. Business Associate or "BA" shall mean a person, independent contractor, subcontractor, organization, or agency other than a workforce member that provides specific functions, activities, or services that involve the use, creation, storage, or disclosure of PHI for, or on behalf of, a HIPAA covered health care component, but not limited to, 45 C.F.R. Section 160.103. Examples of business associate functions are activities such as providing clinical services per contract, translation or interpretation services, claims processing or administration, data analysis, utilization review, quality assurance, billing, benefit management, practice management, and re-pricing; and legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services.

E. Customer is defined as individual(s) receiving services from Pacific Clinics and/or associated Business Associate, agent, and/or subcontractor.

F. Covered Entity or "CE" shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.

G. Designated Record Set shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

H. Electronic Protected Health Information or "EPHI" means Protected Health Information that is maintained in or transmitted by electronic media.

I. Electronic Health Record shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

J. Health Care Operations shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

K. HIPAA Rules shall mean the Privacy, Security, Breach Notification, and Enforcement Rules as outlined in 45 C.F.R. Parts 160 and 164.

L. Privacy Rule shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

M. Protected Health Information or "PHI" means any customer health information, whether oral or recorded in any form or medium: (a) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501]. As amended by HITECH, PHI is defined as individually identifiable health information: (1) except as provided in paragraph (2) of this definition, that is: (i) transmitted by electronic media; (ii) maintained in electronic media; or (iii) transmitted or maintained in any other form or medium. (2) Protected health information excludes individually identifiable health information: (i) in education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; (ii) in records described at 20 U.S.C. 1232g(a)(4)(B)(iv); (iii)

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in employment records held by a covered entity in its role as employer; and (iv) regarding a person who has been deceased for more than 50 years (45 C.F.R. Section 160.103 2013).

N. Protected Information shall mean PHI provided by CE to Business Associate or created or received by Business Associate on CE's behalf.

O. Security Rule shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

P. Unsecured PHI shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).

II. Business Associate Obligations and Activities

A. Permitted Uses. BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract for Services and as permitted under the Contract for Services and any addendum. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)] or for (iv) de-identification in accordance with 45 C.R.R. Section 164.514.

B. Permitted Disclosures. A BA or its agents or subcontractors shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule if disclosed by CE, except that BA may disclose Protected Information (i) in a manner permitted pursuant to the Agreement and Addendum, if any; (ii) as required by law, and, with prior written approval of CE which may be granted or withheld at CE's sole discretion either (iii) for the proper management and administration of Business Associate as reasonably determined by BA in good faith or (iv) for Data Aggregation purposes for the Health Care Operations of CE. To the extent that BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable assurances from such third party that such PHI will be held confidential as provided pursuant to this Agreement and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) an agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach. Any access, use or disclosure of PHI for non-Treatment, Payment or Operations reasons must be pursuant to a signed customer (or their representative) written authorization [45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

C. Appropriate Safeguards. BA shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract for Services. BA shall maintain a comprehensive written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of the BA's operations and the nature and scope of its activities and implement reasonable and appropriate policies and procedures in order to comply with standards, implementation specifications, and other requirements of the Privacy Rule. BA shall maintain a written (which may be electronic) record of any action, activity, or assessment under such policies and procedures. BA shall change and amend its policies and procedures as necessary and appropriate to comply with changes in state and federal law, and shall promptly document and implement the revised policy or procedure. BA shall implement the administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information that it creates, receives, maintains, or transmits on behalf of CE, and, in accordance with 45 C.F.R. Sections 164.308, 164.310, 164.312 and 164.316. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall

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comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931].

D. Notification of Breach, Mitigation and Report of Inappropriate Use or Disclosure. BA agrees to notify the designated Privacy Official of the CE of any use or disclosure of PHI by BA not permitted by this Agreement, any Security Incident (as defined in section H.4. below) of which it becomes aware, involving electronic PHI, and any breach of unsecured Protected Health Information within twenty-four hours.

a. BA shall provide the following information to CE within thirty-six hours of discovery of a breach except when despite all reasonable efforts by BA to obtain the information required, circumstances beyond the control of the BA require additional time. Under such circumstances, BA shall provide to CE the following information as soon as possible and without unreasonable delay, but in no event later than thirty-six hours from the date of discovery of a breach: **(a)** the date of the breach; **(b)** the date of the discovery of the breach; **(c)** a description of the types of unsecured PHI that were involved; **(d)** identification of each individual whose unsecured PHI has been, or is reasonably believed to have been, accessed, acquired, or disclosed; and **(e)** any other details necessary to complete an assessment of the risk of harm to the individual.

b. CE will be responsible to provide notification to individuals whose unsecured PHI has been disclosed, as well as the Secretary and the media, as required by Sec. 13402 of the HITECH Act, 42 U.S.C.A. § 17932;

c. BA agrees to pay actual costs for notification and of any associated mitigation incurred by CE, such as credit monitoring, if Covered Entity determines that the breach is significant enough to warrant such measures.

d. BA agrees to establish procedures to investigate the breach, mitigate losses, and protect against any future breaches, and to provide a description of these procedures and the specific findings of the investigation to Covered Entity in the time and manner reasonably requested by CE.

e. The parties agree that this section satisfies any notices necessary by BA to CE of the ongoing existence and occurrence of attempted but Unsuccessful Security Incidents (as defined below) for which no additional notice to CE shall be required. For purposes of this Agreement, "Unsuccessful Security Incidents" include activity such as pings and other broadcast attacks on BA's firewall, port scans, unsuccessful log-on attempts, denials of service and any combination of the above, so long as no such incident results in unauthorized access, use or disclosure of electronic PHI.

E. Business Associate List of Contacts. BA shall provide to CE the appropriate BA contact information which shall include, at a minimum, the following information: BA or its agents or subcontractors name, type of service(s) provided, first point of contact (title, full name, phone, fax, email, complete address), second point of contact (title, full name, phone, fax, email, complete address) and website URL. As the contact names are changed internally within the BA and its agents or subcontractors, the BA shall provide to CE the updated contact names and associated information in a timely manner and at the time of BA contract renewal (see 45 C.F.R Sections 160.308 and 160.310).

F. Business Associate, Agents, and Subcontractors shall in accordance with 45 C.F.R. Sections 164.502(e)(1)(ii) and 164,308(b)(2), if applicable, BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information agree in writing to create, receive, maintain, or transmit protected information on behalf of the BA in compliance with the same restrictions, conditions, and requirements that apply to the BA with respect to such information. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation [45 C.F.R. Sections 164.530(f) and 164.530(e)(1)].

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G. Access to Protected Information. BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within five (5) business days of a request by CE to enable CE to satisfy covered entity's obligations under 45 C.F.R. Section 164.524. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).

H. Electronic PHI. If BA receives, creates, transmits, or maintains EPHI on behalf of CE, BA will, in addition, do the following:

a. Develop, implement, maintain, and use appropriate administrative, physical, and technical safeguards in compliance with Section 1173(d) of the Social Security Act, Title 42, Section 1320(s) or the United States Code and Title 45, Part 162 and 164 of CFR to preserve the integrity and confidentiality of all electronically maintained or transmitted PHI received from or on behalf of CE.
b. Document and keep these security measures current and available for inspection by CE.
c. Ensure that any agent, including a subcontractor, to whom the BA provides EPHI, agrees to implement reasonable and appropriate safeguards to protect it.
d. Report to the CE any Security Incident or suspected security incident of which it becomes aware. For the purposes of this Agreement, Security Incident means, as set forth in 45 C.F.R Section 164.304, "the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system."

I. Amendments to Protected Information. Within five (5) business days of receipt of a request from Pacific Clinics, for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make any amendment and incorporate any such amendment to enable Pacific Clinics to fulfill its obligations pursuant to 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify Privacy Officer of Pacific Clinics in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE.

J. Accounting of Disclosures. Within five (5) business days of notice by CE of a request for an accounting of disclosures of Protected Information, BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528. In addition, the BA and its agents or subcontractors maintain and make available the information required to provide an accounting of disclosures to either "covered entity" or "individual." At a minimum, such information shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, address of the entity or person; (iii) a brief description of Protected Information disclosed; and a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within three (3) business days of a request forward it to the Privacy Officer of the CE in writing. It shall be the CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Agreement.

K. Governmental Access to Records. BA and its agents or subcontractors shall make its internal practices, books and records relating to the use and disclosure of Protected Information available

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to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining compliance with the HIPAA Rules. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

L. Minimum Necessary. BA or its agents or subcontractors shall only request, use and disclose the minimum amount of Protected Information necessary to accomplish the purpose of the request, use, or disclosure; 45 C.F.R. Section 164.514(d)(3). BA or its agents or subcontractors understand and agree that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary" and shall, to the extent practicable, access, use, and request only Protected Information that is contained in a limited data set (as defined in Section 164.514(e)(2) of the HIPAA Privacy and Security Rules), unless BA requires certain direct identifiers in order to accomplish the intended purpose. The information that constitutes the "minimum necessary" shall be determined by the CE based on the minimum amount needed to accomplish its intended purposes.

M. Data Ownership. The Business Associate, not its agents or subcontractors shall hold any data ownership rights with respect to the Protected Information.

N. Retention of Protected Information. Throughout the term of the Agreement, BA and its agents or subcontractors shall retain all protected information and shall continue to maintain the information and documentation thereof for a period of six (6) years from the later of (i) the date of its creation or (ii) termination of the Agreement. BA shall review documentation periodically, and update as needed, in response to environmental and operational changes affecting the security of Protected Information (45 C.F.R. Sections 164.530(j)(2) and 164.526(d)).

O. Audits, Inspection and Enforcement. Within five (5) business days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Agreement for the purpose of determining whether BA has complied with this Agreement; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) the confidentiality of all sensitive proprietary information of BA to which CE accessed during the course of such inspection shall be protected by the CE; and (iii) if requested by the BA, a mutually agreed upon nondisclosure agreement shall be executed between CE and BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA 's facilities, systems, books, records, agreements, policies, and procedures does not relieve Business Associate of its responsibility to comply with this Agreement. The CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract for Services or any addendum.

BA shall notify CE within five (5) business days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

P. Privacy, Security, and Breach Notification Compliance Plan. During the term of this Agreement, Business Associate shall notify CE within twenty-four hours of any suspected, actual, or Unauthorized Access to, Security Incident or other Breach of security or privacy, privacy event, improper or unauthorized use, intrusion and/or any actual or suspected use or disclosure of protected information in violation of this Agreement or any applicable federal or state laws, rules, or regulations. Furthermore, the BA agrees to implement a necessary and appropriate comprehensive compliance plan and training program for the members of its workforce, agents,

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and subcontractors outlining the Privacy, Security, and Breach Notification Rules required to perform their workforce responsibilities.

Q. Restrictions on certain disclosures of Protected Information. Business Associate agrees to comply with any requests for restrictions on certain disclosures of Protected Information to which CE has agreed in accordance with Section 164.522 of the HIPAA Privacy and Security Rules and of which BA has been notified by CE. In addition, and notwithstanding the provisions of Section 164.522, BA agrees to comply with an individual's request to restrict disclosure of Protected Information to a health plan for purposes of carrying out payment or health care operations if the PHI pertains solely to a health care item or service for which CE has been paid in full by the individual or the individual's representative and to which CE has notified the BA of in writing. However, this restriction shall not affect payment by CE to BA for services provided pursuant to the Contract for Services.

R. Remuneration for PHI. Business Associate agrees that it will not directly or indirectly receive remuneration in exchange for any Protected Information of an individual without the written authorization of the individual or the individual's representative, except where the purpose of the exchange is (i) for public health activities as described in Section 164.512(b) of the Privacy and Security Rules; (ii) for research as described in Sections 164.501 and 164.512(i) of the Privacy and Security Rules, and the price charged reflects the costs of preparation and transmittal of the data for such purpose; (iii) for treatment of the individual, subject to any further regulation promulgated by the Secretary to prevent inappropriate access, use, or disclosure of Protected Information; (iv) for the sale, transfer, merger, or consolidation of all or part of Business Associate and due diligence related to that activity; (v) for an activity that BA undertakes on behalf of and at the specific request of the CE; (vi) to provide an individual with a copy of the individual's Protected Information pursuant to Section 164.524 of the Privacy and Security Rules; or (vii) other exchanges that the Secretary determines in regulations to be similarly necessary and appropriate.

S. Remuneration for written communication. Business Associate agrees that it will not directly or indirectly receive remuneration for any written communication that encourages an individual to purchase or use a product or service without first obtaining the written authorization of the individual or the individual's representative, unless: (i) such payment is for a communication regarding a drug or biologic currently prescribed for the individual and is reasonable in amount (as defined by the Secretary); or (ii) the communication is made on behalf of the CE and is consistent with the terms of this Agreement (iii) on and after February 17, 2010, BA agrees that if it uses or discloses individuals' Protected Information for marketing purposes, it will obtain such individual's authorization before making any such use or disclosure.

T. Secured vs. Unsecured PHI. For all Protected Information accessed, used, or disclosed by the BA efforts shall be made, as feasible, to create, manage, disclose and destroy all PHI which is controlled by the BA in ways that meet the criteria established in C.F.R. Parts 160 and 164 Guidance Specifying the Technologies and Methodologies That Render Protected Health Information Unusable, Unreadable, or Indecipherable to Unauthorized Individuals for Purposes of the Breach Notification Requirements Under Section 13402 of Title XIII (Health Information Technology for Economic and Clinical Health Act) of the American Recovery and Reinvestment Act of 2009 thereby yielding 'secured' as opposed to 'unsecured' PHI which takes advantage of the safe harbor established that reduces the requirements for privacy Breach Notification. Faxes and paper copies of PHI are discouraged for all access, use and disclosure in favor of secured, according to the above definition, electronic access, use and disclosure.

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III. Obligations of Covered Entity.

A. It shall not be permissible for a covered entity to ask a Business Associate, agent, or subcontractor to utilize or disclose protected information in any manner that would not be allowable under Subpart E of 45 C.F.R. Part 164 if done by covered entity except if the BA, its agent or subcontractors use or disclose protected information for Data Aggregation or management and administration and legal responsibilities of the BA per terms of the Contract for Services.

B. CE shall notify BA as follows: (i) of any changes in or revocation of permission by individuals to Use or Disclose their PHI, if such changes affect BA's permitted or required Uses or Disclosures; (ii) of any restriction to the Use or Disclosure of PHI that CE has agreed to under 45 C.F.R. Section 164.522; (iii) of any amendment to the PHI that CE has agreed to.

IV. Business Associate Agreement Term and Termination

A. Term. The Term of this Agreement shall be effective as of the executed signature date below and shall terminate on the same date the Contract for Services terminates or on the date covered entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

B. Termination for Cause. Business Associate authorizes termination of this Agreement by covered entity, if CE determines BA, its agents, or subcontractors have violated a material term of the Agreement.

C. Material Breach. A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the Contract for Services, and shall provide grounds for immediate termination of the Contract for Services, any provision in the Contract for Services to the contrary notwithstanding [45 C.F.R. Section 164.504(e)(2)(iii)].

D. Judicial or Administrative Proceedings. Pacific Clinics may terminate the Contract for Services, effective immediately, if (i) BA, its agent or subcontractor is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA, its agent or subcontractor has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

E. Obligations of Business Associate upon Termination. Upon termination of the Contract for Services for any reason, BA shall, at the option of CE, return, destroy, or transmit to another Business Associate all Protected Information that BA or its agents or subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Agreement to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 C.F.R. Section 164.504(e)(ii)(2(I)]. BA, its agent or subcontractor, are to continue to use appropriate safeguards and comply with Subpart C of 45 C.F.R. Part 164 with respect to electronic protected information to prevent use or disclosure of the protected information, other than as provided for in this Section, for as long as BA, its agent or subcontractor retains the protected information. Business Associate is responsible for ensuring the appropriate return, destruction, or transmission of PHI created, received, or maintained by its agents and subcontractors. If Pacific Clinics elects destruction of the PHI, BA shall certify in writing to Pacific Clinics that such PHI has been destroyed.

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IV. General Provisions

A. Indemnification. Business Associate and its agents or subcontractors shall indemnify, defend and hold CE and its respective employees, directors, officers, subcontractors, agents or other members of its workforce (each of the foregoing hereinafter referred to as "Indemnified Party") harmless against any and all claims, liability, attorney's fees and costs by the Indemnified Party arising out of or in connection with injuries or damages caused by Business Associate and its agents or subcontractors as a result of BA's, its agent's or subcontractor's actions, conduct, behavior, malfeasance or negligence which result in BA's failure to perform its duties and obligations under this Agreement. Accordingly, on demand, BA and its agent or subcontractor shall reimburse any Indemnified Party for any and all actual and direct losses, liabilities, lost profits, fines, penalties, costs or expenses (including reasonable attorneys' fees) which may for any reason be imposed upon any Indemnified Party by reason of any suit, claim, action, proceeding or demand by any third party which results from the BA's acts or omissions hereunder. BA's obligation to indemnify any Indemnified Party shall survive the expiration or termination of this Agreement.

B. Disclaimer. Pacific Clinics makes no warranty or representation that compliance by BA and its agents or subcontractors with this Agreement, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

C. Amendment to Comply with Law. The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that an amendment to the Contract for Services may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that Pacific Clinics must receive satisfactory written assurance from BA that BA, its agent or subcontractor, will adequately safeguard all Protected Information.

Upon the request of either party, the other party agrees to promptly enter negotiations concerning the terms of an amendment to Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. Pacific Clinics may terminate the Contract for Services upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract for Services or any addendum when requested by Pacific Clinics pursuant to this Section or (ii) BA does not enter into an amendment to the Contract for Services or any addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of HIPAA, the Privacy Rule, and other applicable laws.

D. Assistance in Litigation of Administrative Proceedings. BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract for Services or any addendum, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is named adverse party.

E. No Third-Party Beneficiaries. Nothing express or implied in the Contract for Services or any addendum is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

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F. Interpretation. The provisions of this Agreement shall prevail over any provisions in the Contract for Services that may conflict or appear inconsistent with any provision in this Agreement. This Agreement and the Contract for Services shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule, and the Security Rule. The parties agree that any ambiguity in this Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA Rules.

G. Survivorship. The respective rights and responsibilities of BA related to the handling of PHI survive termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the Agreement Effective Date.

BUSINESS ASSOCIATE

Signed by:

Signature: _____ Date: 5/21/2025

Print Name: Dr. Paula Hart Rodas Title: Superintendent

PACIFIC CLINICS

Signed by:

Signature: _____ Date: 3/18/2025

CA06E8E4E66D401...

Print Name: Kim M. Wells Title: Chief Legal Officer

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

4. 24/25-2112 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify the following: Purchase orders issued in the amount not to exceed $1,220,151.26 from April 20, 2025, through May 2, 2025; Warrants in the amount of $1,187,364.74 paid from April 20, 2025, through May 2, 2025; Payroll in the amount of $3,764,510.49 issued April 20, 2025, through May 2, 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 2112 Purchase order & payment of bills (a-c)_5-21-25.pdf

Report ID:	**FIN-PROC-0099**	**Monrovia Unified School District**
Run Date:	**05/08/2025**	**Purchase Order Board List**
Run Time:	**8:05:47 AM**	**From 04/20/25 - To 05/02/25**

Cover Page

Prompts and Parameters

From Approval Date:	4/20/25
To Approval Date:	5/2/25
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
Run Date: 05/08/2025
Run Time: 8:05:47 AM

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
04/21/25	PO2W-64790-7100000-250000000957-2-Modification	1	Pharmacy Tech Textbooks	0000356694-Tophatmonocle (US) Corp.	Adult Education School	11.0-63910.0-41340-10000-4210-7100000	$5,975.88	$5,975.88
PO2W-64790-7100000-250000000957-2-Modification						**Sum:**	**$5,975.88**	**$5,975.88**
04/22/25	PO2W-64790-2040000-250000000986-1-New		My Big World Print & Digital Subscription and Scholastic New	0000223951-SCHOLASTIC INC.	Plymouth	01.0-30100.0-11100-10000-4310-2040000	$488.09	$0.00
PO2W-64790-2040000-250000000986-1-New						**Sum:**	**$488.09**	**$0.00**
04/22/25	PO2W-64790-6010012-250000000034-2-Modification	1	Open PO for Amazon 24/25 Board meeting / events supplies	0000223395-AMAZON.COM	Superintendent	01.0-00000.0-00000-71100-4390-6010016	$700.00	$128.28
PO2W-64790-6010012-250000000034-2-Modification						**Sum:**	**$700.00**	**$128.28**
04/22/25	PO2W-64790-6010012-250000000983-1-New		Council of PTAs Honorary Service Awards	0000223242-MONROVIA PTA COUNCIL	Superintendent	01.0-00000.0-00000-71500-5220-6010012	$350.00	$0.00
PO2W-64790-6010012-250000000983-1-New						**Sum:**	**$350.00**	**$0.00**
04/22/25	PO2W-64790-6010012-250000000989-1-New		Monrovia Days Partnership 2025 MUSD Share	0000223091-CITY OF MONROVIA	Superintendent	01.0-00000.0-00000-71500-5890-6010012	$15,000.00	$0.00
PO2W-64790-6010012-250000000989-1-New						**Sum:**	**$15,000.00**	**$0.00**
04/22/25	PO2W-64790-6010014-250000000987-1-New		Pathway Modules for Clilfton Quote #QUO-03764-N0G9M4	0000223969-PAXTON/ PATTERSON	Instructional Services	01.0-63880.0-38000-10000-5841-6010014	$12,580.44	$12,580.44
PO2W-64790-6010014-250000000987-1-New						**Sum:**	**$12,580.44**	**$12,580.44**

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
04/22/25	PO2W-64790-6010014-250000000988-1-New		Pathway Instructional Materials for Clifton Quote SQ-0002113	0000223969-PAXTON/ PATTERSON	Instructional Services	01.0-63880.0-38000-10000-4310-6010014	$2,037.34	$531.23
PO2W-64790-6010014-250000000988-1-New						**Sum:**	**$2,037.34**	**$531.23**
04/22/25	PO2W-64790-6020022-250000000984-1-New		CAMSA EES (47740171) Microsoft Renewal (6/1/2025-5/31/2026)	0000223727-SOFTCHOICE CORPORATION	Technology	01.0-00000.0-00000-77000-5841-6020022	$24,654.84	$24,654.84
PO2W-64790-6020022-250000000984-1-New						**Sum:**	**$24,654.84**	**$24,654.84**
04/22/25	PO3W-64790-1650000-250000000249-1-New		Principal Laptop - CELC	0000223734-AREY JONES EDUCATIONAL SOLUTIONS	Preschool	12.0-90503.0-00010-10000-4440-1650000	$1,329.34	$1,329.34
PO3W-64790-1650000-250000000249-1-New						**Sum:**	**$1,329.34**	**$1,329.34**
04/22/25	PO3W-64790-2030000-250000000250-1-New		Amazon--quote. Costumes for Fiesta Dance performance - MO	0000223395-AMAZON.COM	Monroe	01.0-67700.0-17030-10000-4390-2030000	$353.51	$0.00
PO3W-64790-2030000-250000000250-1-New						**Sum:**	**$353.51**	**$0.00**
04/22/25	PO3W-64790-6010015-250000000251-1-New		Printer for Speech Therapist at Wild Rose	0000224063-CDW COMPUTER CTRS, INC.	Pupil Services	01.0-65000.0-57600-11901-4310-6010015	$364.13	$364.13
PO3W-64790-6010015-250000000251-1-New						**Sum:**	**$364.13**	**$364.13**
04/23/25	PO2W-64790-6010012-250000000985-1-New		Business Cards fGomez Tagle, Ocon Herrera, Gero, Moses	0000223345-IMPRINTABILITY	Superintendent	01.0-00000.0-00000-21500-4390-6010014	$50.38	$0.00

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
04/23/25			Business Cards fGomez Tagle, Ocon Herrera, Gero, Moses	0000223345-IMPRINTABILITY	Superintendent	01.0-00000.0-00000-71100-4390-6010016	$111.39	$0.00
04/23/25			Business Cards fGomez Tagle, Ocon Herrera, Gero, Moses	0000223345-IMPRINTABILITY	Superintendent	01.0-00000.0-00000-72001-4390-6010040	$103.43	$0.00
PO2W-64790-6010012-250000000985-1-New						**Sum:**	**$265.20**	**$0.00**
04/25/25	PO2W-64790-2030000-250000000990-1-New		project-1447-Provide lighting to the performance stage @ MO	0000361914-Pacific Productions	Monroe	01.0-67700.0-17030-10000-4490-2030000	$8,377.07	$0.00
PO2W-64790-2030000-250000000990-1-New						**Sum:**	**$8,377.07**	**$0.00**
04/25/25	PO2W-64790-2030000-250000000991-1-New		Estrellita-DI Readers-For students below grade level MO	0000224045-ESTRELLITA	Monroe	01.0-30100.0-11100-10000-4210-2030000	$9,670.96	$9,670.96
PO2W-64790-2030000-250000000991-1-New						**Sum:**	**$9,670.96**	**$9,670.96**
04/25/25	PO2W-64790-6010014-250000000992-1-New		Materials for Automotive Class Quote 87246452	0000460491-Kaeser Compressors, Inc	Instructional Services	01.4-07102.0-11100-10000-6510-6001300	$7,018.00	$7,018.00
PO2W-64790-6010014-250000000992-1-New						**Sum:**	**$7,018.00**	**$7,018.00**
04/25/25	PO2W-64790-6010014-250000000995-1-New		Boys and Girls Club AVID Tutors MOU SY24-25	0000223269-BOYS & GIRLS CLUB OF THE FOOTHILLS	Instructional Services	01.4-07105.0-11100-10031-5810-6002700	$21,000.00	$11,012.70
PO2W-64790-6010014-250000000995-1-New						**Sum:**	**$21,000.00**	**$11,012.70**
04/25/25	PO2W-64790-6010014-250000000996-1-New		MOU between Boys and Girls Club of the Foothills and MUSD	0000223269-BOYS & GIRLS CLUB OF THE FOOTHILLS	Instructional Services	01.4-07105.0-11100-10000-5810-6002900	$4,000.00	$0.00

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

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-64790-6010014-250000000996-1-New						**Sum:**	**$4,000.00**	**$0.00**
04/25/25	PO2W-64790-6010014-250000000997-1-New		CABE Travel & Conference reimbursement for Maria Lomelin	0000341888-Maria Lomelin	Instructional Services	01.0-40350.0-00000-21500-5220-6000000	$66.80	$66.80
PO2W-64790-6010014-250000000997-1-New						**Sum:**	**$66.80**	**$66.80**
04/25/25	PO2W-64790-6010014-250000000998-1-New		Quote #2058 Materials for Sports Medicine MHS	0000461611-Athletic Awards Co Inc	Instructional Services	01.0-63880.0-38000-10000-4390-6010014	$240.84	$240.84
PO2W-64790-6010014-250000000998-1-New						**Sum:**	**$240.84**	**$240.84**
04/25/25	PO2W-64790-6040047-250000000284-4-Modification	3	Open PO DW hardware and plumbing Supplies 2024-25	0000223830-HIRSCH PIPE & SUPPLY CO., INC	Maintenance	01.0-81500.0-00000-81100-4380-6040047	$38,000.00	$7,060.05
PO2W-64790-6040047-250000000284-4-Modification						**Sum:**	**$38,000.00**	**$7,060.05**
04/25/25	PO2W-64790-6040047-250000000335-2-Modification	1	Open PO Field Trips 2024-25	0000327176-Elite School Transit	Maintenance	01.0-90801.0-11100-41000-5812-6040049	$89,000.00	$825.00
PO2W-64790-6040047-250000000335-2-Modification						**Sum:**	**$89,000.00**	**$825.00**
04/25/25	PO2W-64790-6040047-250000000402-2-Modification	1	Open PO HVAC Parts2024-25	0000223400-SIGLER, INC.	Maintenance	01.0-81500.0-00000-81100-4380-6040047	$12,000.00	$3,838.80
PO2W-64790-6040047-250000000402-2-Modification						**Sum:**	**$12,000.00**	**$3,838.80**
04/25/25	PO2W-64790-7100000-250000000994-1-New		CPR -Medical students - Adult Ed	0000440392-Care Ed Health	Adult Education School	11.0-63910.0-41340-10000-5890-7100000	$55.00	$0.00
PO2W-64790-7100000-250000000994-1-New						**Sum:**	**$55.00**	**$0.00**

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
04/25/25	PO3W-64790-6010012-250000000253-1-New		Promotional Merchandise for Monrovia Days 2025	0000223345-IMPRINTABILITY	Superintendent	01.0-00000.0-00000-71500-5839-6010012	$946.24	$946.24
PO3W-64790-6010012-250000000253-1-New						**Sum:**	**$946.24**	**$946.24**
04/25/25	PO3W-64790-6010015-250000000252-1-New		Training Resources for SpEd Department	0000461272-LRP PUBLICATIONS, INC.	Pupil Services	01.0-00000.0-50010-39000-4350-6010015	$101.00	$101.00
PO3W-64790-6010015-250000000252-1-New						**Sum:**	**$101.00**	**$101.00**
04/28/25	PO2W-64790-6010015-250000000891-2-Modification	1	Basic Education for SPED Student 7518919364	0000224035-VILLA ESPERANZA	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	$34,895.61	$31,991.84
04/28/25		1	Basic Education for SPED Student 7518919364	0000224035-VILLA ESPERANZA	Pupil Services	01.0-65000.0-57600-11900-5150-6010015	$1,850.00	$1,850.00
04/28/25		1	Basic Education for SPED Student 7518919364	0000224035-VILLA ESPERANZA	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	$2,775.00	$2,127.50
04/28/25		1	Basic Education for SPED Student 7518919364	0000224035-VILLA ESPERANZA	Pupil Services	01.0-65000.0-57600-31200-5150-6010015	$3,750.00	$2,587.50
04/28/25		1	Basic Education for SPED Student 7518919364	0000224035-VILLA ESPERANZA	Pupil Services	01.0-65000.0-57600-31420-5150-6010015	$4,625.00	$4,162.50
PO2W-64790-6010015-250000000891-2-Modification						**Sum:**	**$47,895.61**	**$42,719.34**
04/28/25	PO2W-64790-6010040-250000000364-2-Modification	1	Lease Payments for Mail Machine located at District Office	0000319755-Quadient Leasing USA, Inc.	Business	01.0-00000.0-00000-72000-5610-6000000	$4,416.23	$0.00
PO2W-64790-6010040-250000000364-2-Modification						**Sum:**	**$4,416.23**	**$0.00**

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
04/28/25	PO2W-64790-6010040-250000000417-3-Modification	2	Mail Machine located at District Office postage	0000223711-QUADIENT FINANCE USA, INC.	Business	01.0-00000.0-00000-72000-5610-6000000	$19,168.36	$4,684.87
PO2W-64790-6010040-250000000417-3-Modification						**Sum:**	**$19,168.36**	**$4,684.87**
04/28/25	PO2W-64790-6040047-250000000229-2-Modification	1	Open PO Electrical repair and service 2024-25	0000223455-LG & M ELECTRIC INC.	Maintenance	01.0-81500.0-00000-81102-4380-6040047	$15,235.00	$11,785.00
PO2W-64790-6040047-250000000229-2-Modification						**Sum:**	**$15,235.00**	**$11,785.00**
04/28/25	PO2W-64790-6040047-250000000374-2-Modification	1	Open PO Grounds Supplies 2024-25	0000223262-HITCH DEPOT, THE	Maintenance	01.0-81500.0-00000-81100-4380-6040047	$2,133.00	$1,272.12
PO2W-64790-6040047-250000000374-2-Modification						**Sum:**	**$2,133.00**	**$1,272.12**
04/28/25	PO2W-64790-6040047-250000000965-2-Modification	1	Open PO Custodial Supplies MOT 2024/25	0000460344-McCalla Company	Maintenance	01.0-81500.0-00000-81100-5890-6040047	$40,000.00	$38,842.49
PO2W-64790-6040047-250000000965-2-Modification						**Sum:**	**$40,000.00**	**$38,842.49**
04/29/25	PO2W-64790-2030000-250000001002-1-New		PBIS-Student Incentives Tees	0000223417-STUBBIES PROMOTIONS	Monroe	01.0-00000.0-11100-10000-4390-2030000	$646.65	$646.65
PO2W-64790-2030000-250000001002-1-New						**Sum:**	**$646.65**	**$646.65**
04/29/25	PO2W-64790-2030000-250000001003-1-New		Reimbursement - Marisol Bermudez Huerta	0000367318-Marisol Bermudez Huerta	Monroe	01.0-00000.0-11100-10000-4390-2030000	$564.00	$564.00
PO2W-64790-2030000-250000001003-1-New						**Sum:**	**$564.00**	**$564.00**
04/29/25	PO2W-64790-2030000-250000001004-1-New		Renaissance Accelerated Reader Subscription--Monroe	0000326700-Renaissance	Monroe	01.0-30100.0-11100-10000-5841-2030000	$5,412.80	$5,412.80

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

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-64790-2030000-250000001004-1-New						**Sum:**	**$5,412.80**	**$5,412.80**
04/29/25	PO2W-64790-2030000-250000001007-1-New		Presentation Systems Inc - Graphic Art Supplies - Monroe	0000413721-Presentation Systems	Monroe	01.0-67700.0-17000-10000-4410-2030000	$1,690.66	$1,690.66
04/29/25			Presentation Systems Inc - Graphic Art Supplies - Monroe	0000413721-Presentation Systems	Monroe	01.0-67700.0-17010-10000-4310-2030000	$176.80	$176.80
PO2W-64790-2030000-250000001007-1-New						**Sum:**	**$1,867.46**	**$1,867.46**
04/29/25	PO2W-64790-6010012-250000001005-1-New		Monrovia Reads' So All May Read Fundraiser	0000223339-MONROVIA READS	Superintendent	01.0-00000.0-00000-71500-5220-6010012	$825.00	$0.00
PO2W-64790-6010012-250000001005-1-New						**Sum:**	**$825.00**	**$0.00**
04/29/25	PO2W-64790-6010014-250000001008-1-New		24/25 Summer School Elementary Materials & Supplies	0000236666-ODP Business Solutions, LLC	Instructional Services	01.0-26000.0-11100-10010-4310-6000000	$6,500.00	$6,500.00
PO2W-64790-6010014-250000001008-1-New						**Sum:**	**$6,500.00**	**$6,500.00**
04/29/25	PO2W-64790-6010014-250000001009-1-New		24/25 Summer School Elementary Materials & Supplies	0000223395-AMAZON.COM	Instructional Services	01.0-26000.0-11100-10010-4310-6000000	$4,000.00	$4,000.00
PO2W-64790-6010014-250000001009-1-New						**Sum:**	**$4,000.00**	**$4,000.00**
04/29/25	PO2W-64790-6010015-250000000959-2-Modification	1	Auditory Processing Assessment for Student 7274425757	0000397682-Cydney Minda Fox	Pupil Services	01.0-65000.0-57600-11900-5850-6010015	$2,250.00	$0.00
PO2W-64790-6010015-250000000959-2-Modification						**Sum:**	**$2,250.00**	**$0.00**

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
04/29/25	PO2W-64790-6010040-250000001006-1-New		ACSA Membership Dues For Greg Gero Interim Sup Bus Serv	0000223070-ACSA	Business	01.0-00000.0-00000-72001-5310-6010040	$1,014.00	$1,014.00
PO2W-64790-6010040-250000001006-1-New						**Sum:**	**$1,014.00**	**$1,014.00**
04/29/25	PO2W-64790-6040047-250000000999-1-New		Backflow repairs District wide 2024/25	0000457601-SWE Sewer Solutions Construction and Engineering	Maintenance	01.0-81500.0-00000-81100-5630-6040047	$28,085.00	$28,085.00
PO2W-64790-6040047-250000000999-1-New						**Sum:**	**$28,085.00**	**$28,085.00**
04/29/25	PO2W-64790-6040047-250000001000-1-New		PO Electrical install LED lights at MHS 2024-25	0000458065-State Electric INC	Maintenance	01.0-81500.0-00000-81102-5630-6040047	$24,955.00	$24,955.00
PO2W-64790-6040047-250000001000-1-New						**Sum:**	**$24,955.00**	**$24,955.00**
04/29/25	PO2W-64790-6040047-250000001001-1-New		Tree Trimming for wndstm damages that occurred on 01/07 mult	0000458284-Gutierrez & Sons Tree Service & Landscaping Inc.	Maintenance	01.0-81500.0-00000-82200-5890-6040046	$87,200.00	$87,200.00
PO2W-64790-6040047-250000001001-1-New						**Sum:**	**$87,200.00**	**$87,200.00**
04/29/25	PO3W-64790-6010030-250000000248-1-New		STAR Awards Supplies for Classified and Certificated	0000223395-AMAZON.COM	Personnel Services	01.0-00000.0-00000-74002-4350-6010035	$244.26	$0.00
04/29/25			STAR Awards Supplies for Classified and Certificated	0000223395-AMAZON.COM	Personnel Services	01.0-00000.0-00000-74900-5883-6010030	$244.32	$0.00
PO3W-64790-6010030-250000000248-1-New						**Sum:**	**$488.58**	**$0.00**
04/29/25	PO3W-64790-7100000-250000000237-2-Modification	1	HP Elite Mini 800 G9 Desktop Computer - Adult Ed	0000223734-AREY JONES EDUCATIONAL SOLUTIONS	Adult Education School	11.0-63910.0-00000-27000-4440-7100000	$71,883.00	$71,883.00

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO3W-64790-7100000-250000000237-2-Modification						**Sum:**	**$71,883.00**	**$71,883.00**
04/30/25	PO2W-64790-6010014-250000001010-1-New		24/25 Summer School Elementary Supplies	0000224010-ORIENTAL TRADING CO., INC.	Instructional Services	01.0-26000.0-11100-10010-4310-6000000	$5,500.00	$5,500.00
PO2W-64790-6010014-250000001010-1-New						**Sum:**	**$5,500.00**	**$5,500.00**
04/30/25	PO2W-64790-6010014-250000001011-1-New		Materials for Entrepreneurship MHS	0000223685-SPYDER3D LLC	Instructional Services	01.0-63880.0-38000-10000-4310-6010014	$601.08	$0.00
04/30/25			Materials for Entrepreneurship MHS	0000223685-SPYDER3D LLC	Instructional Services	01.0-63880.0-38000-10000-4410-6010014	$762.45	$0.00
PO2W-64790-6010014-250000001011-1-New						**Sum:**	**$1,363.53**	**$0.00**
04/30/25	PO3W-64790-6010014-250000000254-1-New		Quote #1CH1RKV Ed Services Monitor	0000224063-CDW COMPUTER CTRS, INC.	Instructional Services	01.0-00000.0-00000-21500-4390-6010014	$482.23	$482.23
PO3W-64790-6010014-250000000254-1-New						**Sum:**	**$482.23**	**$482.23**
05/01/25	PO2W-64790-6010014-250000000572-4-Modification	3	Airgas Defined PO 2024-25 for Automotive Class at MHS	0000223210-AIRGAS	Instructional Services	01.0-63870.0-38000-10000-4310-6010014	$2,050.00	$616.78
PO2W-64790-6010014-250000000572-4-Modification						**Sum:**	**$2,050.00**	**$616.78**
05/01/25	PO2W-64790-6010014-250000001013-1-New		Quote #43103 Materials for Automotive Class	0000457601-SWE Sewer Solutions Construction and Engineering	Instructional Services	01.4-07102.0-11100-10000-5630-6001300	$17,800.00	$17,800.00
PO2W-64790-6010014-250000001013-1-New						**Sum:**	**$17,800.00**	**$17,800.00**

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
05/01/25	PO2W-64790-6010040-250000001014-1-New		District-wide Code Analysis Study for Professional Design	0000462491-Little Diversified Architectural Consulting, Inc.	Business	40.0-00000.0-00000-85000-6210-6000000	$39,690.00	$39,690.00
PO2W-64790-6010040-250000001014-1-New						**Sum:**	**$39,690.00**	**$39,690.00**
05/01/25	PO2W-64790-6010040-250000001015-1-New		MHS Aquatics Replacement Project- Options Study	0000462491-Little Diversified Architectural Consulting, Inc.	Business	40.0-00000.0-00000-85000-6210-2010000	$18,000.00	$18,000.00
PO2W-64790-6010040-250000001015-1-New						**Sum:**	**$18,000.00**	**$18,000.00**
05/01/25	PO2W-64790-6010040-250000001016-1-New		Bradoaks Fire Damage Repair Project for Professional Design	0000462491-Little Diversified Architectural Consulting, Inc.	Business	01.0-90902.0-00000-85000-6210-2010000	$321,500.00	$321,500.00
PO2W-64790-6010040-250000001016-1-New						**Sum:**	**$321,500.00**	**$321,500.00**
05/01/25	PO2W-64790-6040047-250000000834-2-Modification	1	Roofing MHS Gym - metal coping-wind damage	0000358334-F C and Sons Roofing Inc	Maintenance	01.0-81500.0-00000-81106-5810-6040047	$20,356.00	$20,356.00
PO2W-64790-6040047-250000000834-2-Modification						**Sum:**	**$20,356.00**	**$20,356.00**
05/02/25	PO2W-64790-6010012-250000001017-1-New		Reimbursement for MUSD Board Notice of Election	0000223304-REGISTRAR-RECORDER/ COUNTY CLERK	Superintendent	01.0-00000.0-00000-71100-5823-6010016	$295.13	$0.00
PO2W-64790-6010012-250000001017-1-New						**Sum:**	**$295.13**	**$0.00**
05/02/25	PO2W-64790-6040047-250000000902-4-Modification	3	Open PO Electrical repair and service 2024-25 -MOT	0000456378-Pacific Contractors Group Inc.	Maintenance	01.0-81500.0-00000-81102-5630-6040047	$74,000.00	$29,800.00
PO2W-64790-6040047-250000000902-4-Modification						**Sum:**	**$74,000.00**	**$29,800.00**

Monrovia Unified School District
Purchase Order Board List
From 04/20/25 - To 05/02/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
05/02/25	PO2W-64790-6040047-250000000903-3-Modification	2	Open PO for Plumbing Repairs 24/25 MOT	0000457601-SWE Sewer Solutions Construction and Engineering	Maintenance	01.0-81500.0-00000-81100-5630-6040047	$50,000.00	$50,000.00
PO2W-64790-6040047-250000000903-3-Modification						**Sum:**	**$50,000.00**	**$50,000.00**
05/02/25	PO2W-64790-6040047-250000000913-2-Modification	1	Open PO general contractor and service 2024-25	0000458065-State Electric INC	Maintenance	01.0-81500.0-00000-81100-4380-6040047	$50,000.00	$48,110.00
PO2W-64790-6040047-250000000913-2-Modification						**Sum:**	**$50,000.00**	**$48,110.00**
							$1,220,151.26	**$969,631.27**

MONROVIA UNIFIED SCHOOL DISTRICT

RATIFICATION OF WARRANTS

RECOMMENDED FOR BOARD APPROVAL

May 21, 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: April 20, 2025, through May 2, 2025

B WARRANTS

4/20/2025 - 5/2/2025	000000022146383	thru	000000022164572	$ 1,187,364.74

Total B Warrants: **$ 1,187,364.74**

*01.0	General Fund	$ 521,530.05
*01.4	S & C - Current Year Allocation	$ 64,138.74
*11.0	Adult Education Fund	$ 11,334.61
*12.0	Child Development Fund	$ 1,968.81
*13.0	Food Service Fund	$ 138,604.96
*56.0	Debt Service Fund	$ 106,732.50
*76.0	Warrant Pass-through Fund	$ 343,055.07

**B Warrants categorized by fund.*

DATE ISSUED: April 20, 2025, through May 2, 2025

PAYROLL:

Certificated Salaries and Wages	$	2,680,579.70
Classified Salaries and Wages	$	0.00
CalSTRS and CalPERS Contributions	$	516,260.68
Health & Welfare Contributions	$	474,811.28
Employer Payroll Taxes	$	92,858.83
Total Salary and Benefits:	**$**	**3,764,510.49**

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

5. 24/25-2113 - DISTRICT CASH RECEIPTS

RECOMMENDATION

The Board of Education is requested to receive District cash receipts, Deposit Report No. 29-30, deposited April 30, and May 1, 2025, for a total amount of $528,766.71.

Rationale:

Background:

Budget Implication ($ Amount):

Legal References:

Additional Information:

A copy of the deposits are attached.

ATTACHMENTS

BAI 2113 DEP #29-30_5-21-25.pdf

Deposit Report
DEP #29
4/30/2025

ACCOUNT		AMOUNT	
13.0-53100.0-00000-37000-8220-0000000		186,617.57	Federal Reimbursement SNP
13.0-53201.0-00000-37000-8220-0000000		59,034.03	Federal Reimbursement CACFP
	13 Subtotal	245,651.60	***Food Services Fund***
	Total	**$245,651.60**	

DEPOSIT REPORT
DEP #30
05/01/2025

ACCOUNT		AMOUNT	
01.0-00000.0-00000-00000-8650-6000028	$	845.00	Lease & Rental / Labor
01.0-00000.0-00000-00000-8650-6010040		90.00	Leases & Rentals
01.0-00000.0-00000-00000-8650-6020022		6,396.40	Leases & Rentals
01.0-00000.0-00000-00000-8699-0000000		4,293.98	Other Local Income
01.0-00000.0-00000-72001-5880-6010040		(2,726.57)	Charges/Fees/Facilitron
01.0-00000.0-00000-82000-8650-6000028		18.68	Lease & Rental / Utilities
01.0-00000.0-00000-82000-8650-6010040		149.46	Lease & Rental / Utilities
01.0-00000.0-00000-82100-8650-6010040		9,027.00	Lease & Rental / Labor
01.0-34100.0-00000-00000-8699-0000000		836.48	Workability II, Transition
01.0-60100.0-00000-21500-4390-6060024		252.28	Abatement
01.0-81500.0-00000-00000-8699-0000000		50.00	MOT
01.0-90109.0-00000-00000-8699-4080000		29.73	Donations - MHS
01.0-90210.0-00000-00000-8650-2020000		7.50	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-2040000		5.20	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-3060000		176.45	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-3070000		191.00	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-4080000		430.90	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-6000000		6,196.95	Lease/Rental - Facilities
01.0-90210.0-00000-00000-8650-6000028		2,215.00	Lease/Rental - Facilities
01.0-90210.0-00000-82100-8650-4080000		122.50	Lease/Rental - Facilities
01.0-90303.0-00000-00000-8699-0000000		1,721.00	Student Transcript Fees
01.0-90304.0-00000-00000-8699-0000000		193.00	Student Exams
01.0-90305.0-00000-00000-8699-4080000		264.00	Textbooks
01.0-90501.0-00000-00000-8689-0000000		25,361.00	Parent Fees-After School/ Village Program
01.0-90707.0-00000-00000-8290-0000000		4,204.49	Medi-Cal LEA Collaborative
01 Subtotal		60,351.43	*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*
12.0-61050.0-00000-00000-8673-0000000		469.20	Child Development Parent Fees
12.0-90503.0-00000-00000-8673-1650000		2,119.47	Parent Fees-Tuition Based
12 Subtotal		2,588.67	*Child Development Fund*
13.0-53100.0-00000-37000-8634-0000000		4,194.20	Food Service Sales
13 Subtotal		4,194.20	*Food Services Fund*
25.0-95500.0-00000-00000-8681-0000000		42,271.75	Developer Fees
25 Subtotal		42,271.75	*Capital Facilities Fund*
63.0-90306.0-00000-00000-8639-6010052		323.05	Catering
63 Subtotal		323.05	*Warrant Pass-through Fund*
76.0-00000.0-00000-00000-9537-0000000		14,022.01	Retiree Health Insurance
76 Subtotal		14,022.01	*Warrant Pass-through Fund*
Total	$	283,115.11	

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

6. 24/25-2114 - ACCEPTANCE OF GIFTS

RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-13.

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 #2025-13-05-21-25.pdf

MONROVIA UNIFIED SCHOOL DISTRICT
Acceptance of Gifts Report No. 2025-13
Board Meeting 20250521

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
1	Cash	Monroe PTA	$9,000.00	Allocated for the acquisition of technical software for Monroe Elementary School.	Richard Morrison, Principal Monroe Elementary School	D-0521025	Increase site donation.
2	Cash	Monroe PTA	$2,000.00	To benefit students and staff at Monroe Elementary School.	Richard Morrison, Principal Monroe Elementary School	D-0521026	Increase site donation.
3	Cash	Ohopyle Prints, Inc.	$29.73	To benefit students and staff at Monrovia High School.	Adrian Ayala, Principal Monrovia High School	D-0521027	Increase site donation.
4	Cash	Mayflower PTA	$3,755.00	Allocated to cover transportation costs for the students' field trip.	Michele Costarella, Principal Mayflower Elementary School	D-0521028	Increase site donation.
5	Cash	Charities Aid Foundation America	$50.00	To benefit students and staff at Mayflower Elementary School	Michele Costarella, Principal Mayflower Elementary School	D-0521029	Increase site donation.
6	Cash	Charities Aid Foundation America	$50.00	To benefit students and staff at Mayflower Elementary School	Michele Costarella, Principal Mayflower Elementary School	D-0521030	Increase site donation.
7	Cash	Monrovia Police Officer's Association	$500.00	To support Special Education Department's programs.	Ronald Jenkins, Executive Director Special Education	D-0521031	Increase site donation.
8							
9							
10							

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

7. 24/25-2115 - PROFESSIONAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report No. 13 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. 13 - May 21, 2025.pdf

Name/Company	Amount	Site	Effective Dates	Funding
SyTech	$13,451.00	Special Education	5/21/2025-6/30/2025	Special Education
Arcadia Audiometric	NTE $8,470.00	District Wide	7/1/2025-6/30/2026	General Fund

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

8. 24/25-3082 - PERSONNEL ASSIGNMENTS

RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #16.

Rationale:

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

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 20250521 Personnel Report 16.pdf

* Agenda Item 24/25-3082
May 21, 2025

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #16

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

A. Employments

		First Name	Last Name	Classification	Action	Effective	Site	Hours	Program		Position	Range	Percentage
1	#	Carol	McKendrick	Daily Substitute Teacher	Employ, as needed	5/8/2025	Adult Ed		C C	63910.0 39050.0	004165	$41.19/hr	50% 50%

B. Supplemental Hours/Special Assignments

		First Name	Last Name	Classification	Action	Effective	Site	Hours	Program		Position	Range	Percentage
2	#	Gaby	Canedo	Teacher Ex Hrs	Elementary Curriculum Instruction, and Assessment Committee (CIA)	5/6/25 - 5/6/25	Wild Rose	NTE: 1.5 hrs total	C	07103.0	004618	$40/hr	100%
3	#	Samantha	Lima	Teacher Ex Hrs	Designing, planning, staff training, and preparation for use of the electric kiln at Mayflower	4/1/25 - 6/30/25	Mayflower	NTE: 6 hrs total	C	07102.0	003974	$40/hr	100%
4	#	Pauline	Mariscal	Teacher Ex Hrs	Helping with state testing preparation.	4/7/25 - 5/30/25	Santa Fe	NTE: 40 hrs total	G	00000.0	004276	$40/hr	100%
5	#	Cara	Reyes	Teacher Ex Hrs	Home Hospital Instruction for Student 5496385421 RSY 24-25	4/30/25 - 6/4/25	Special Education	NTE: 35 hrs total	C	65000.0	004539	$40/hr	100%
6	#	Stephanie	Sparks	Teacher Ex Hrs	Helping with state testing preparation.	4/7/25 - 5/30/25	Santa Fe	NTE: 40 hrs total	G	00000.0	004276	$40/hr	100%
7	#	David	Taylor	Teacher Ex Hrs	Academic tutoring intervention and after school detention	4/1/25 - 6/1/25	MHS	NTE: 12 hrs total	C	07102.0	004626	$40/hr	100%
8	#	Jennifer	Tubbs	Teacher Ex Hrs	Elementary Curriculum Instruction, and Assessment Committee (CIA)	5/6/25 - 5/6/25	Wild Rose	NTE: 1.5 hrs total	C	07103.0	004618	$40/hr	100%
9	#	Shannon	Waddell	Teacher Ex Hrs	Will be attending Grad nite with students 222201229 and 111125056.	5/1/25 - 5/31/25	MHS	NTE: 12 hrs total	C	65000.0	002822	$40/hr	100%
10	#	Janette	Wallick	Teacher Ex Hrs	Stayed after contracted hours to be with student until they were picked up from school.	2/1/25 - 2/28/25	Clifton	NTE: 1.5 hrs total	C	65000.0	003019	$40/hr	100%

C. Leaves of Absences

		First Name	Last Name	Classification	Action	Effective	Site
		None					

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

D. Terminations

		First Name	Last Name	Classification	Action	Effective	Site
11		Scott	Bailey	Teacher	Non Re-Elect	6/5/2025	MHS
12		Chang	Chiaohao	Teacher	Non Re-Elect	6/5/2025	Santa Fe
13		David	Haiby	Teacher	Voluntary Resignation	6/5/2025	Special Ed

E. Change Status

		First Name	Last Name	Classification	Action	Effective	Site	Hours	Program		Position	Range	Percentage
14	#	Amanda	Alfieri	Teacher	Change in funding source	8/1/2024	Clifton		G C	00000.0 07102.0	004678		83.33% 16.67%
15	#	Nancy	Bravo	Teacher	Change in funding source	8/1/2024	Clifton		C G G	00000.0 07102.0 07105.0	004677		38.33% 16.67% 45%
16	#	Peter	Davis	Teacher	Change in funding source	8/1/2024	MHS		G C	00000.0 07102.0	004674		83.33% 16.67%
17	#	Paul	Dols	Teacher	Change in funding source	8/1/2024	MHS		G C	00000.0 07102.0	004673		83.33% 16.67%
18	#	Marvin	Garcia	Teacher	Change in funding source	8/1/2024	MHS		G C	00000.0 07102.0	004675		50% 50%
19	#	Christopher	Huynh	Teacher	Change in funding source	8/1/2024	MHS		G C	00000.0 07102.0	004673		83.33% 16.67%
20	#	Sydney	Loft	Teacher	Change in funding source	8/1/2024	Clifton		G C	00000.0 07102.0	004678		83.33% 16.67%
21	#	Donna	Monje	Teacher	Change in funding source	8/1/2024	Santa Fe		G C	00000.0 07102.0	004676		83.33% 16.67%
22	#	Stephanie	Sparks	Teacher	Change in funding source	8/1/2024	Santa Fe		G C	00000.0 07102.0	004676		83.33% 16.67%
23	#	Charles	Taddei	Adult Ed Subtitute Teacher	Change in funding source	8/20/2024	Adult Ed		C	63910.0	003419		100%
24	#	Stive	Trinh	Teacher	Change in funding source	8/1/2024	MHS		G C	00000.0 07102.0	004674		83.33% 16.67%

F. Other

		First Name	Last Name	Classification	Action	Effective	Site	Hours	Program		Position	Range	Percentage
25	#	Amanda	Alfieri	Teacher	Approve Stipend: AVID Club	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%
26	#	Gina	Ayala	Teacher	Approve Stipend: Running Club	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%
27	#	Adlina	Dugan	Teacher	Approve Stipend: PBIS Coordinator	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$600	100%
28	#	Paul	Flores	Teacher	Approve Stipend: Gaming Club	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%
29	#	Naomi	Godinez	Teacher	Approve Stipend: Young Life	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%
30	#	Sara	Gutkind	Teacher	Approve Stipend: Art Club	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%
31	#	Sara	Gutkind	Teacher	Approve Stipend: Yearbook	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%
32	#	Sydney	Loft	Teacher	Approve Stipend: Gaming Club	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%
33	#	Janette	Wallick	Teacher	Approve Stipend: Succulent Club	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%
34	#	Timothy	Weed	Teacher	Approve Stipend: Marching Band	5/1/25 - 6/30/25	Clifton		G	00000.0	001190	$250	100%

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

F. Other - Volunteers

		First Name	Last Name	Classification	Action	Effective	Site
35	#	Lesley	Aguilar	Volunteer I	Approve	4/29/2025	Monroe
36	#	Letty	Covarrubias	Volunteer I	Approve	4/23/2025	Monroe
37	#	Joanna Carmela	Friera-Gonzales	Volunteer I	Approve	5/8/2025	Monroe
38	#	Camille	Gonzalez-O'Balles	Volunteer I	Approve	5/6/2025	Wild Rose
39	#	Arianna	Hernandez	Volunteer I	Approve	4/29/2025	Monroe
40	#	Kayla	Jerrell	Volunteer I	Approve	4/29/2025	Monroe
41	#	Isabella	Marquez	Volunteer I	Approve	5/7/2025	Monroe
42	#	Janelle	Ng	Volunteer I	Approve	4/29/2025	Clifton, MHS, Santa Fe
43	#	Sarah	Pickle	Volunteer I	Approve	5/2/2025	Monroe
44	#	Gina	Quay	Volunteer I	Approve	4/29/2025	Clifton, MHS, Santa Fe
45	#	Anthony	Rosemann	Volunteer I	Approve	4/25/2025	Monroe
46	#	Karena	Stock	Volunteer I	Approve	4/29/2025	Monroe, Wild Rose
47	#	Prippan	Tantiprasertchai	Volunteer I	Approve	4/29/2025	Plymouth
48	#	Leo	Young	Volunteer I	Approve	4/29/2025	Plymouth

*Agenda Item 24/25-3082
May 21, 2025

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #16

EMPLOYMENTS, LEAVES OF ABSENCE, RESIGNATIONS, CHANGES OF STATUS, OTHER (CLASSIFIED)

A. Employments

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
1	#	Shelley	Scott	Food Service Worker	MHS	Employ	$16.63/hr.	12	1	3 hr./d; 9 mo./yr.	5/5/2025	000044	C	53100.0	100%
2	#	Rawya	Shanyar	Food Service Worker	MHS	Employ	$16.63/hr.	12	1	3 hr./d; 9 mo./yr.	4/22/2025	000044	C	53100.0	100%

B. Supplemental Hours/Special Assignments

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
3	#	Lonnie	Berry	Campus Security Officer Extra Hours	MHS	Employ: School events.	$21.29/hr.	24	1	NTE: 30 hours total.	4/14/25-6/30/25	004687	G	00000.0	100%
4	#	Thomas	Bogdon	School Office Manager Extra Hours	Wild Rose	Employ: Student engagement through Arts & Drama - *The Lion King, Jr*	$28.54/hr.	26	6	NTE: 25 hours total.	4/22/25-5/30/25	004685	C	67700.0	100%
5	#	Araceli	Briones	School Office Manager Extra Hours	Monroe	Employ: Extra hours to support short term independent study.	$28.54/hr.	26	6	NTE: 40 hours total.	9/2/24-1/31/25	004658	G	00000.0	100%
6	#	Jessica	Burger	Library Technician II Extra Hours	Santa Fe	Employ: To assist with SBAC testing and with technology.	$22.91/hr.	25	2	NTE: 50 hours total.	3/3/25-6/6/25	004686	G	00000.0	100%
7	#	Monica	Carrion Macias	Benefits & Payroll Specialist Extra Hours	Fiscal Services	Employ: Process salary adjustments in HRS for Fiscal Years 2022-2023, 2023-2024, and 2024-2025.	$35.69/hr.	39	4	NTE: 15 hours per week.	4/14/25-6/30/25	003374	G	00000.0	100%
8	#	Maria	Casas	Instructional Aide - Special Education Extra Hours	CELC	Employ: To assist with material prep for students.	$22.86/hr.	17	6	NTE: 30 hours total.	4/14/25-5/30/25	004048	C	65000.0	100%
9	#	Ricardo	Chavez	Custodian Extra Hours	Mayflower	Employ: Alarm calls	$25.23/hr.	21	6	NTE: 12 hours total.	3/1/25-6/30/25	002713	G	00000.0	100%
10	#	Terry	Forrest	Clerical Assistant II Extra Hours	Business Services	Employ: To assist with filing.	$24.01/hr.	19	6	NTE: 10 hours per week.	4/1/25-6/30/25	002281	G	00000.0	100%
11	#	Redy	Garcia Sanchez	Payroll Technician Extra Hours	Fiscal Services	Employ: Process salary adjustments in HRS for Fiscal Years 2022-2023, 2023-2024, and 2024-2025.	$26.55/hr.	29	3	NTE: 15 hours per week.	4/14/25-6/30/25	003374	G	00000.0	100%
12	#	Salma	Lopez Galicia	Food Service Worker Extra Hours	District-wide	Employ: To provide additional support as needed during the 2024-25 school year.	$16.63/hr.	12	1	NTE: 8 hours per day.	4/8/25-6/30/25	000053	C	53100.0	100%
13	#	Jaime	Narvaez	Custodian Extra Hours	MHS	Employ: Leases and rentals during the 2024-25 school year.	$19.77/hr.	21	1	NTE: 96 hours total.	4/1/25-6/30/25	004562	G	00000.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

B. Supplemental Hours/Special Assignments (continued)

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
14	#	Jaime	Narvaez	Custodian Extra Hours	MHS	Employ: Extra-curricular school events during the 2024-25 school year.	$19.77/hr.	21	1	NTE: 96 hours total.	4/7/25-6/30/25	000589	G	00000.0	100%
15	#	Veronica	Perez	Substitute Instructional Aide-Kindergarten	Monroe	Employ: To substitute as needed during the 2024-25 school year.	$17.90/hr.	15	2	NTE: 3.5 hours per day.	4/1/25-6/4/25	003605	G	00000.0	100%
16	#	Carolina	Quiroz	Substitute Instructional Aide-Kindergarten	Plymouth	Employ: To substitute as needed during the 2024-25 school year.	$17.04/hr.	15	1	NTE: 3.5 hours per day.	4/7/25-6/4/25	002812	G	00000.0	100%
17	#	Claudia	Ruiz	Substitute Clerical Assistant II	District Office	Employ: To substitute as needed during the 2024-25 school year.	$18.81/hr.	19	1	NTE: 4.5 hours per day.	4/21/25-4/25/25	001744	G G	00000.0 00000.0	50% 50%
18	#	Robert	Sanchez	Head Custodian I Extra Hours	Mayflower	Employ: Campus cleanup and alarm calls.	$25.87/hr.	24	5	NTE: 12 hours total.	4/1/25-6/30/25	000141	G	00000.0	100%
19	#	Rawya	Shanyar	Food Service Worker Extra Hours	District-wide	Employ: To provide additional support as needed during the 2024-25 school year.	$16.63/hr.	12	1	NTE: 8 hours per day.	4/22/25-6/4/25	000045	C	53100.0	100%
20	#	Miwa	Tanaka	Clerical Assistant I Extra Hours	Wild Rose	Employ: To assist with setting up Makerspace Art classroom (Proposition 28).	$17.91/hr.	17	1	NTE: 2 hours per day.	4/14/25-6/4/25	004679	C	67700.0	100%
21	#	Rebecca	Taylor	Licensed Vocational Nurse Extra Hours	MHS	Employ: Medical coverage for student attending Grad Night	$33.99/hr.	39	3	NTE: 13 hours total.	5/30/25-5/31/25	002810	G	00000.0	100%
22	#	Abdel	Torres	Student Worker	MHS	Employ: Transitional Partnership Program.	$16.50/hr.	Flat	Rate	NTE: 100 hours total.	4/11/25-6/30/25	004330	C	34100.0	100%
23	#	Abdel	Torres	Student Worker	MHS	Employ: WorkAbility!	$16.50/hr.	Flat	Rate	NTE: 40 hours total.	4/11/25-6/30/25	002431	C	65200.0	100%
24	#	Gloria	Wyatt	Payroll Technician Extra Hours	Fiscal Services	Employ: Process salary adjustments in HRS for Fiscal Years 2022-2023, 2023-2024, and 2024-2025.	$26.55/hr.	29	3	NTE: 15 hours per week.	4/14/25-6/30/25	003374	G	00000.0	100%
25	#	Nancy	Yasuda	Substitute Payroll Technician	Fiscal Services	Employ: Process salary adjustments in HRS for Fiscal Years 2022-2023, 2023-2024, and 2024-2025.	$24.08/hr.	29	1	NTE: 15 hours per week.	4/14/25-6/30/25	004324	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
26		Karen	Meza	Campus Assistant	Plymouth	Retirement	$16.63/hr.	4	6	3.75 hr./d.; 9 mo./yr.	6/4/2025	003795	G	00000.0	100%
27		Carolina	Quiroz	Instructional Aide - Kindergarten	Plymouth	Voluntary Resignation	$17.90/hr.	15	2	3. hr./d.; 9 mo./yr.	6/4/2025	002663	G	00000.0	100%
28		Eric	Sipe	Occupational Therapist	Special Education	Voluntary Resignation	$9412.63/mo	56	4	8 hr./d.; 11 mo./yr.	7/18/2025	004184	C	65002.0	100%
29		Patti	Stevenson	Campus Assistant	Monroe	Retirement	$16.63/hr.	4	6	3. hr./d.; 9 mo./yr.	6/4/2025	003794	G	00000.0	100%

E. Changes of Status

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent

None

F. Other

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program		Percent
30	*	Anaya	Berry	Classified Stipend	Santa Fe	Approve stipend: Boys Volleyball Coach	$1000. stipend paid over 1 month.	4/1/25-4/30/25 ~~5/1/25-5/31/24~~ originally Board approved 3/12/2025.	000663	C	00701.0	100%
31	#	Megan	Chaney	Classified Stipend	MHS	Approve stipend: JV Softball Head Coach.	$2341.. stipend paid over 2 months.	4/1/25-5/31/25	000206	C	00701.0	100%
32	*	Robert	Fernandez	Classified Stipend	Santa Fe	Approve stipend: Softball Coach.	$1,000. stipend paid over 1 month.	4/1/25-4/30/25 ~~5/1/25-5/31/24~~ originally Board approved 11/13/2024.	000663	C	00701.0	100%
33	#	Liv	Hernandez	Classified Stipend	MHS	Approve stipend: Varsity Girls Water Polo Assistant Coach.	$1,601. stipend paid over 2 months.	5/1/25-6/30/25	000206	C	00701.0	100%
34	*	Hugo	Munoz Gonzalez	Classified Stipend	Santa Fe	Approve stipend: Track Coach.	$500.00 ~~$1000.~~ stipend paid over 1 month originally Board approved 3/12/2025.	4/1/25-4/30/25 ~~3/1/25-3/31/25~~ originally Board approved 3/12/2025.	000663	C	00701.0	100%
35	#	Maury	Rams	Classified Stipend	Santa Fe	Approve stipend: Track & Field Coach.	$500. stipend paid over 1 month.	4/1/25-4/30/25	000663	C	00701.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

9. 24/25-3083 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

The Board of Education is requested to approve Travel and Conference Report #11.

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 05212025.pdf

MONROVIA UNIFIED SCHOOL DISTRICT

Agenda Item 24/25 - 3083 TRAVEL AND CONFERENCE

NAME	Cost	Dates	Conference Title	Location	Fund	Resource	Project Year	Goal	Function	Object	Location
CERTIFICATED											
Hart Rodas, Paula	$1,022.54	06/09/2025-06/11/2025	Leadership Associates Summer Institute	San Diego, CA	1	0	0	0	71500	5220	6010012
CLASSIFIED											

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

10. 24/25-3084 - MUSD SCHOOL CALENDAR FOR THE 2026-2027 SY

RECOMMENDATION

The Board of Education is requested to approve the revised calendar for the 2026-2027 school year.

Rationale:

On May 22, 2024 TheÂ Board of Education approved the the proposed 2026-2027 school calendar. A revised calendar is being presented to the Board of Education for final approval.

Background:

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

Budget Implication ($ Amount):

There is no direct cost associated with the calendar adoption.

Legal References:

Education Code Section 37200 defines the school calendar.

Additional Information:

A copy of the revised 2026-2027 calendar is attached.

ATTACHMENTS

2026-2027 MUSD District Calendar for Board approval Revised 05212025.pdf

MONROVIA UNIFIED SCHOOL DISTRICT

School Calendar 2026-2027

Certificated Staff Return:
School Starts:
School Ends:
Legal Holiday:

	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Days Taught/ Workday	Legal Holiday	Local Holiday
First School Month						**AUG**																	
						NT	NT	NT	NT	NT	ASI	ASI	SS										
August 3– August 21						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	8/10	0	0
Second School Month							**SEP**																
											* ©												
August 24–September 18	24	25	26	27	28	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	19/19	1	0
Third School Month									**OCT**														
						TK-8, PTC	TK-8, PTC	TK-8, PTC	TK-8, PTC	TK-8, PTC													
September 21 – October 16	21	22	23	24	25	28	29	30	1	2	5	6	7	8	9	12	13	14	15	16	20/20	0	0
Fourth School Month											**NOV**												
																		* ©					
October 19–November 13	19	20	21	22	23	26	27	28	29	30	2	3	4	5	6	9	10	11	12	13	19/19	1	0
Fifth School Month								©	*©	©		**DEC**											
						X	X	X	X	X													
November 16–December 11	16	17	18	19	20	23	24	25	26	27	30	1	2	3	4	7	8	9	10	11	15/15	1	4
Sixth School Month				e	X			©	©	* ©					**JAN**								
				z	©	X	X	X	X	X	X	X	X	X, ©	* X,©	PD	PD						
December 14–January 8	14	15	16	17	18	21	22	23	24	25	28	29	30	31	1	4	5	6	7	8	7/9	2	9
Seventh School Month																**FEB**							
						* ©																	
January 11–February 5	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	2	3	4	5	19/19	1	0
Eighth School Month																**MAR**							
	* ©					* ©																	
February 8–March 5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	1	2	3	4	5	18/18	2	0
Ninth School Month																			**APR**				
	TK-8, PTC	TK-8, PTC	TK-8, PTC	TK-8, PTC	TK-8, PTC										* ©	X	X	X	X	X			
March 8-April 2	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	14/14	1	5
Tenth School Month																							
April 5–May 30	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	20/20	0.00	0
Eleventh School Month	**MAY**																						
																				X ©			
May 3–May 28	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	18/18	1	1
		JUNE		TO																			
	* ©	e	e,z	PD																			
May 31–June 11	31	1	2	3	4	7	8	9	10	11											3/4	0	0
																					180/185	10	19

LEGEND:

e= Early Release, TK-12
z= Middle & high schools semester ends
*= Holiday
x= Local Recess
©= CSEA Paid Holiday

NT= New Teacher Orientation
ASI= All Staff Inservice
SS= School Starts
TO= Teacher Only
PTC= Parent Teacher Conference Mid-Semester

Note:

85/87	First Semester
95/98	Second Semester

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

11. 24/25-5036 - BOARD BYLAW 9224, OATH OR AFFIRMATION

RECOMMENDATION

The Board of Education is requested to approve Board Bylaw 9224, Oath or Affirmation, as recommended by the California School Boards Association.

Rationale:

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

Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9224, Oath or Affirmation.

Budget Implication ($ Amount):

Legal References:

Additional Information:

A copy of the proposed Board Bylaw is attached.

ATTACHMENTS

BB 9224 Oath or Affirmation Proposed 05.21.2025.pdf

OATH OR AFFIRMATION

Prior to entering upon the duties of the office of a Governing Board member or exercising any function of a Board member, each Board member shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

The oath or affirmation may be administered and certified by a Board member, the secretary or assistant secretary to the Board, the Superintendent, the County Superintendent of Schools, the Superintendent of Public Instruction, or any other person authorized in Education Code 60 or Government Code 1225.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Proposed: May 21, 2025
Adopted: February 28, 2007

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

12. 24/25-5037 - BOARD BYLAW 9260, LEGAL PROTECTION

RECOMMENDATION

The Board of Education is requested to approve Board Bylaw 9260, Legal Protection, as recommended by the California School Boards Association.

Rationale:

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

Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9260, Legal Protection.

Budget Implication ($ Amount):

Legal References:

Additional Information:

A copy of the proposed Board Bylaw is attached.

ATTACHMENTS

BB 9260 Legal Protection Proposed 05.21.2025.pdf

LEGAL PROTECTION

Liability Insurance
The Governing Board shall provide insurance necessary to protect Board members from liability caused by a negligent act or omission that occurs within the scope of the Board member's office in accordance with Education Code 35208.

Protection Against Liability
No Board member shall be liable for harm caused by the Board member's negligent act or omission when acting within the scope of the Board member's responsibilities, including, but not limited to, Board responsibilities as specified in Board Bylaw 9000 - Role of the Board. Additionally, no Board member shall be vicariously liable for injuries caused by the district's acts or omissions. (Education Code 35208; Government Code 820.9)

In addition, no Board member shall be liable for any harm caused by the Board member's act or omission if the Board member was acting within the scope of the Board member's responsibilities, made in conformity with federal, state, and local laws, and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 7946)

The protection against liability shall not apply when: (20 USC 7946)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.

2. The Board member caused harm by operating a motor vehicle.

3. The Board member was not properly licensed, if required, by the State for such activities.

4. The Board member was found by a court to have violated a federal or state civil rights law.

5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.

6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.

7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

Proposed: May 21, 2025
Adopted: February 28, 2007

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

1. 24/25-1091 - AGREEMENT WITH WALSWORTH YEARBOOKS

RECOMMENDATION

The Board of Education is requested to approve an agreement with Walsworth Yearbooks to provide the yearbook for Monrovia High School 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:

Monrovia High School aims to partner with the more responsive, accessible, and user-friendly yearbook publisher Walsworth as their designated yearbook company.

Background:

Monrovia High School has decided to switch from our current provider, Jostens, to a new company, Walsworth. We have held multiple meetings with a representative from Walsworth to review their software, discuss the services included, and highlight the benefits of making this change.

Budget Implication ($ Amount):

The cost of printing the yearbook is estimated to be $43,700.00 and will be paid by site funds.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

Walsworth Purchase Agreement 2025-26

Yearbook Purchase Agreement

Walsworth yearbooks

Account Monrovia High School
845 W Colorado Blvd
Monrovia, CA 91016-2517

Customer# 312804
Sales rep Mia Saragusa
Job#

Yearbook Contact	Jack Gonzales	**Admin Contact**	Adrian Ayala
Title	Yearbook Adviser	**Title**	Principal
Phone	(626) 471-2800	**Phone**	(626) 471-2800
Email	jgonzales@monroviaschools.net	**Email**	aayala@monroviaschools.net

Delivery	Spring	**Account Status**	Prospect
Requested Ship Week	05/09/26	**Delivery Year**	2026
		Beginning year of term	
		Total years of term	
		Current year of term	

Ship date is dependent upon customer meeting copy and proof return deadlines.
Delivery is planned by the end of the following week.

Term Agreement

Note terms and conditions of Term Agreement in Additional field below

Yearbook Specifications

Program Size	All Pro 9	Paper	100# Legend Gloss	UV Coating	☐
# of Pages	180	Other Paper		UV Coating # of Pages	
# of Copies	575	Paper Choice by Sig	☐	Page Aspect	Normal
Binding	Smyth-Sewn	Paper Choice		Width	
Board Weight	160 Pt.	Other Paper Choice		Height	
Submission	Online Design	Apply to Sig From		Scented Varnish	☐
Proof	Proofs on Demand	Apply to Sig To			

Cover: Custom cover (gloss or matte lamination included)

Endsheet: Standard white endsheets

Additional: $500 technology credit, tax and shipping included.

Autograph Supplement
Quantity:
Billing Instructions:
Placement:
Page:
Size:

Current Events Supplement
Type:
Quantity:
Placement:
Page:
Size:
Billing Instructions:

Unprinted Autograph Supplement
Quantity:
Billing Instructions:
Placement:
Page:
Size:

Clear Book Protectors
Quantity:
Billing Instructions:
Size:

Price: $43,700.00

This Purchase Agreement includes and is subject to the school yearbook plan selected by the Customer as well as the terms and conditions on this and the following page(s).

05/21/2025
Paula Hart Rodas, Ed.D., Superintendent — Date

Mia Saragusa
(Walsworth Authorized Signature) — 4/16/2025 Date

(Second Authorized Signature) — Date

This Agreement is entered into between Walsworth Publishing Company, Inc. ("Company") and the customer listed on the reverse side ("Customer"). **Once accepted by the Company, this Agreement becomes a binding contract between the Company and the Customer.** Any changes to the Agreement must be approved by both parties and must be in writing.

BASE OFFER - All yearbooks to be bound with covers as designated on the reverse side. The Customer to prepare and furnish photographs, illustrations and typed copy according to instructional information contained in the Publishing Kit and our online resources.

SPECIAL NOTE - Should the number of yearbooks subject to this Agreement increase or decrease, the base cost figure is subject to change. Please consult your representative or the Company for the corrected base cost figure. Additional copies and/or options listed on the reverse side may be ordered in the exact quantities required, but additional pages are available only in four-page or eight-page increments, depending upon the program.

DEADLINES AND DELIVERY - A deadline schedule based on the Customer's requirements will be sent directly to the Customer at the beginning of each school year. Failure to adhere to these guidelines could result in an altered delivery schedule and/or extra charges.

COPY - Copy shall be sent by the Customer in finished form ready for processing. Copy, artwork and photos will not be edited, redone or retouched, unless specifically requested. The Company reserves the right to return to the Customer copy improperly prepared or unlikely to reproduce satisfactorily.

PAYMENT - An initial deposit of **35%** of the Agreement amount is due on or before **October 1** for spring delivery, or at the time the Agreement is signed as customary down payment. For summer/fall delivery, **35%** of the Agreement amount is due with your first copy submission or by **February 1**. An additional deposit of **45%** of the Agreement cost is due **February 1** for spring delivery and **May 1** for summer/fall delivery. All deposits, equal to at least 80% of the Agreement price, must be paid before the book ships. The final amount is due upon receipt of the final invoice. The Customer is responsible for all applicable sales or use taxes. Online Sales for book and ads will be credited to the school's deposit account minus applicable service fees and taxes. If the Customer has instructed in writing the Company to collect sales tax for online sales, the Company will periodically remit such funds to the Customer so that the Customer can remit those funds to the applicable taxing authorities.

ARTWORK - Professional artwork is available upon request at a reasonable rate. The Company may insert an ad logo without cost to the Customer or the Company. The Company will make a sincere effort to return all the original copy including photographs and artwork; however, we assume no responsibility for their loss or damage.

ADDITIONAL SERVICES CHARGES - Upon Customer request, correction work to photos and/or layouts can be done by the Company and will be charged for on a scheduled basis.

PREPARATORY MATERIALS - Plates are the property of the Customer and will be stored by the Company for a period of 30 days. Unless notified differently by the Customer, all plates will be destroyed after this 30-day period. The Customer understands and agrees that all dies, including those for which a charge has been made, remain the property of the Company.

AUTHORITY - Customer represents and warrants to the Company that (a) the Customer has the right and authority to enter into this Agreement and (b) the person signing this Agreement on behalf of the Customer has the right and authority to sign this Agreement and to bind the Customer thereby.

CUSTOMER INDEMNIFICATION - Since the Company exercises no editorial control over the content of the yearbook, including copy, photos and graphics, Customer agrees to protect the Company from economic loss and any other harmful consequences that could arise in connection with the creation, production and publishing of the yearbook or related materials. This means that Customer agrees, to the extent allowed by applicable state law, to hold the Company harmless and save, indemnify and defend the Company against all claims, demands, actions and proceedings on any and all grounds including without limitation all claims for liability, damages, costs and attorneys' fees. This will apply regardless of responsibility for negligence.

CUSTOMER REPRESENTATIONS AND WARRANTIES - Customer represents and warrants that the subject matter of the yearbook, including advertisements and student appreciation pages, is not copyrighted by a third party and that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. Customer also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. Customer also represents and warrants that the yearbook and related materials do not contain anything that is libelous or scandalous, or anything that threatens anyone's right to privacy or other personal or economic rights. The Company reserves the right to use its sole discretion in refusing to print anything it deems illegal, libelous, scandalous or improper.

ABILITY TO REPRODUCE OR DIGITIZE - The Company is hereby granted the perpetual right and license to reproduce or digitize all or part of the Customer's yearbook in any manner or format (in whole or in part) at any time in the future, and offer it for sale, all without compensation to, or obtaining any consent from, the Customer or any parents, students or third parties. The Customer will take such steps as are necessary to assure such rights to the Company, including obtaining any necessary licenses.

ABILITY TO USE FOR MARKETING AND SALES - The Company is hereby granted the perpetual right and license to use, reproduce or duplicate the Customer's cover design and materials in any manner or format (in whole or in part) including any commercial activity for any business purpose (such as Company sales, marketing, websites, promotional literature, digitizing, samples and for use in other products), in each case without additional compensation to, or obtaining any consent from, Customer or any parents, students or third parties.

CYBER SECURITY - The Company requires the Customer to notify the Company within two business days if the Customer experiences one of the following cyber-security attacks: ransomware, email compromise of yearbook adviser or administration, and/or administrative/yearbook adviser credentials breach. Notification needs to be sent from the Customer to their Walsworth yearbook sales representative and customer service representative. The Company will hold all information regarding the event in confidence and will take the steps necessary to assist the Customer with the completion of their yearbook.

DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITIES - **EXCEPT AS EXPRESSLY PROVIDED HEREIN, THE COMPANY MAKES NO EXPRESS OR IMPLIED WARRANTY AND DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, BECAUSE SOFTWARE IS INHERENTLY COMPLEX AND MAY NOT BE COMPLETELY FREE OF ERRORS.** You are advised to verify your work. In no event will the Company be liable for direct, indirect, special, incidental or consequential damages arising out of the use of or inability to use the software or documentation, even if advised of the possibility of such damages. The liability of the Company, if any, for damages relating to any defective product shall be limited to the Agreement price paid for such product.

Revised July 15, 2024

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

2. 24/25-1092 - MONROVIA HIGH SCHOOL 2025 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve the Monrovia High School students for graduation on June 4, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

The list of students presented includes all graduates who could be eligible at the time of graduation. Final certification of eligibility is contingent upon successful completion of all required work currently in progress.

Background:

Budget Implication ($ Amount):

Costs for graduation ceremony are covered within current budget allocations.

Legal References:

Board Policy 5127.

Additional Information:

The list of Monrovia High Schoolâ€™s 2025 graduates is attached.

ATTACHMENTS

MHS Grad List 2025

Monrovia High School
Class of 2025
Graduation List

Abdelmalak Elena
Adams Michael
Aguila Ulysses
Aguilar Johnny
Aguirre Adrian
Aguirre Nathan
Aldana Iris
Allen Elijah
Alvarez Allan
Ambriz Adrian
Andelin Rebecca
Anderson Biankah
Anderson Rebekah
Andrade Lillyanna
Andrew Guerrero Mariela
Antunez Ezekiel
Aram Mia
Archila-Anleu Melody
Arevalo Rodriguez Francisco
Ascencio Ilan
Avila Mia
Avila Natalia
Avila Cardenas Brandon
Barcelona Curt
Barranco Paola
Bautista Carlos
Becerra Michael
Bekmezian Rachelle
Bell Tyla
Bertsch Bode
Bevzenko Alina
Black Sean
Bonilla Sophia
Booth Devin
Botros Jeremiah
Boyerman Loretta
Bradford Ra'vyn
Breeskin Spencer
Caballero Lorenzo
Cabrera Navarrete Mauricio
Calderon Arlene
Calva Arryn
Campbell Maliah
Cano Jose
Cardenas Darian
Carmona Ronnie

Carvajal Fernando
Casas Liliana
Castanon Abraham
Castro Bugarin Jocelyn
Caudillo Natalie
Cervantes Hernandez Yadira
Chavez Audrey
Chen Ariel
Chenault Ruby
Cheng Maya
Chiovare Matthew
Choi Aidan
Christian William
Collazo Lizbeth
Coon Aolani
Correa Isabella
Cortez Fierros Eduardo
Crabtree Clarisa
Crayon Giselle
Cruz Zitlali
Cruz Garcia Jocelyn
Cruz Valdez Josh
Daryaie Azize
De La Cruz Alexander
De La Pena Isabel
DeGuzman Jadin
Delao Andrew
Delgado Charlize
Delgado Jazmine
Delgado Bedolla Alexandra
Devine Ana
Diaz Fabian
Diaz Isaac
Diaz Jaret
Duarte Mia
Dvoran Chanel
Edgington Carson
Edmondson Seth
Elizalde Aiden
Evangelista Althea
Fajardo Estrella
Fernandez Julian
Figueroa Fernando
Flores Samantha
Franco Luna
Gallardo Tomas
Garcia Christopher
Garcia Dago
Garcia Kevin
Garcia Aviles David
Garcia Cortez Steven
Garcia Henriquez Gisselle
Garcia Sanchez Ricardo
Gavidia Robert

Gaylor Georgia
Giberson Phineas
Giberson Quinlan
Girgis Mykel
Giron Amaris
Glenn Moriah
Godse Simone
Gomez Cecilia
Gomez-Hare Alyssa
Gonzales Selah
Gonzalez Ashly
Gonzalez Cithlaly
Gonzalez Michael
Gonzalez-Barker Auroralina
Gowen Paul
Griffiths Joshua
Guerrero Lucus
Guevara Daniel
Gutierrez Matthew
Gutierrez McCaskey Harmony
Guzman Dylan
Hackworth Ava
Harbaugh Devin
Harges Mya
Haro Jeilan
Harrington Noah
Harvey Jaylen
Hernandez Bianca
Hernandez Emily
Hernandez Fatima
Hernandez Isaias
Hernandez Olivia
Hernandez Steven
Hernandez-Gonzalez Hailey
Herrera Jayda
Herrera Roman
Holladay Zoe
Hsiao Leilani
Huang Mason
Ibarra-Kenny Justin
Imhof Lucas
James Mark
Jaso Xavier
Jimenez Angelina
Jimenez Lopez Jacob
Johnson Lincoln
Jones-Locke William
Jordan Isabelle
Joyner Jonathan
Juarez Lauren
Kiledjian Sarkis
Killen Jackson
Ko Abigail Elizabeth
Kouzin Audrey

Kurutz William
Labio Angelina Leigh
Leon Jerelyn
Lett Isabella
Lima Angel
Linder Sinjin
Lira Hannah
Liu Jasmine
Lopez Adan
Lopez Luis
Lopez Natalia
Lopez Ronald
Lopez Sarah
Luevano Ashlee
Luiten Emma
Luna Aaron
Luo Yichenxi
Luong Darlene
Macias Adrian
Macias Marissa
Magana Yaris
Maldonado Maximilian
Maljian Micah
Marquez Aleena
Marquez Briana
Marquez Isaac
Marquez Jaelene
Martinez Andrea
Martinez Ezequiel
Martinez Ulysses
Martinez Ramirez Yamilet
Mastrobuono Anabel
Maung Pyait
McBrady Selena
McGhee-Alvarez Alijah
McGinnis Benjamin
Meda Aiden
Medina Jesse
Medina Paul
Mejia Andrea
Mejia Juan
Mejia Garcia Jonathan
Melgar Pascual Brenda
Mellinger Taylor
Mendez Alexis
Mendez Marissa
Mendez Yasmine
Mendoza Arianna
Mendoza Zapien Bernardo
Mendoza-Rivera Aidan
Menendez Nevaeh
Mercado Amara
Mercado David
Mercado Josue

Merchant Kamran
Middleton Robert
Miller Lucas
Mitchell Sawyer
Molina Andrea
Molina Enrique
Monjardin Melanie
Monroe Lorraine
Monterroso Ruiz Cindy
Montes Valle Jireh
Moore Olivia
Moore Violet
Morales Maddox
Morales Madison
Morales-Pacheco Vanessa
Morente Leland
Morrison Kaitlyn
Muhammad Mus'ad
Myers Alexander
Nagata Sena
Najera Amira
Nash Jeremy
Navarro Webb Phoebe
Nelson Drake
Nguyen Conner
Nicasio Jorel Austin
Nunez Gisselle
Nurtanio Darren
O'Balles-Sanchez Lecia
Ordaz Samantha
Orellana Valdez Dasny
Ortega Nicolas
O'Toole Evan
Paez Dominic
Paez Vincent
Paredes Fitzgerard
Pascual Cristian
Pascual Jose
Paulino Ivan
Perez Angel
Perez Isabel
Perez Gomez Sergio
Perez Hernandez Alan
Pettway Brieana
Pineda David
Polanco Marissa
Polo Narvaez Caleb
Ponce Nicholas
Portillo Funes Joctan
Povinelli Piper
Pulido Diego
Quintana Nadine
Quintanilla Bryan
Quintero Andino Oscar

Ramirez Anabelle
Ramirez Gaael
Ramirez Melissa
Ramirez Merlin
Ramirez Valentina
Ramos Carlos
Ramos Luis
Ramos Pedro
Ray Breanna
Regalado Jake-Ryan
Renteria Gabriella
Revilla Fernando
Reyes Isabella
Reyes Jalyssa
Reyes Leon Alexander
Reyes Velazquez Brandon
Rico Jayden
Rodriguez Cash
Rodriguez Jasmin
Rodriguez Jasmine
Rodriguez Lana
Rodriguez Steven
Rodriguez Lara Diego
Rogstad Heidi
Rojas Kailah
Romero Atlahua
Romero-Aquino Amanda
Rosales Melanie
Rosales Nathaniel
Rosas Adrian
Rosas Miriam
Ruelas Sandoval Michael
Ruiz Rolando
Ruiz Perez Cindy
Salgado Luis
Salinas Damien
Sanchez Adrian
Sanchez Brianna
Sanchez Daniel
Sanchez Nathan
Sanchez Quispe Marco
Santiago Ashley
Santiago Moises
Santos Allison
Santos Alyssa
Saravia Allen
Sayles Kevin
Scheidler Micaiah
Schneyer Jack
Scott Rehanne
Sellan Allie
Serrano Christian
Serrano Dimas Melanie
Serrato Rodrigo

Serratos Sofia
Shearin Mason
Shih Joshua
Sioson Sofia Nicole
Sketeris Mia
Smith Luke
Smith Saia
Solano Jenna
Stergar Kaitlyn
Szczurowski Artur
Talamantes Kimberly
Tang Jingjie
Tardino Julianna
Terrill Harry
Thomas Mitchell
Thomas Mya
Tibay Christye Alexa Skyler
Tinio Bree
Tinio Noah
Ton Lovette
Torres Angel
Torres Breanna
Tovar Emanuel
Towner Maxwell
Towns Maya
Tran Priscilla
Trevino Che Giovanni
Trompeta Cameron
Tsirgiotis Luke
Vachani Kaila
Valencia Aaron
Valladares Benjamin
Valle Malena
Vasquez Nathan
Vazquez Ariana
Vega Maritza
Vega Vanessa
Verbena Hernandez Kimberly
Victorio-Arias Amy
Vigil Cali
Villareal Alyssa
Vo Jayda
Wagner Richard
Ware Kai Leigh
Washington Amber
Watson Christopher
White Korey
Whitten Roman
Woods Starieanna
Wright Sundae
Wysock Caitlynn
Yang Summer
Yao Katie
Young Dayveon

Younger Jesse

Zamarripa Daniel

Zamarripa Hallie

Zamarripa Matthew

Zamora Francisco

Zamora Khaiylee

Zamudio Mariana

Zendejas Daniel

Zerimar Victoria

Zinn Sullivan

Zurita Osorio Samantha

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

3. 24/25-1093 - CANYON OAKS HIGH SCHOOL 2025 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve the Canyon Oaks High School students for graduation on June 3, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

The list of students presented includes all graduates who could be eligible at the time of graduation. Final certification of eligibility is contingent upon successful completion of all required work currently in progress.

Background:

Budget Implication ($ Amount):

Costs for the graduation ceremony are covered within current budget allocations.

Legal References:

Board Policy 5127.

Additional Information:

A list of Canyon Oaks High Schoolâ€™s 2025 graduates is attached.

ATTACHMENTS

COHS Grad List 2025

Agenda Item 24/25-1093
May 21, 2025

Canyon Oaks High School
Class of 2025
Graduation List

Alexander Soto Landeros

Ayden Bright

Brayan Ochoa

Brianna Ochoa

Clyde Cardenas

Danica Larico-Hurtado

Desteny Johana Vaquera

Dutch Lawrence Francisco Hartsinck

Giovanna Gratton

Giselle Alvarado

Gradon Padilla

James Rodriguez

Jaslene Tolano-Montano

Jeremiah Ramos

Jeremy Trejo

Johanna Pierson

Jonathan Calderon

Joshua Ruiz

Kaleb Robinson

McKenzie Wallace-Renfro

Sandra Bautista-Hernandez

Sara Brown

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

4. 24/25-1094 - MOUNTAIN PARK SCHOOL 2025 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve the Mountain Park School students for graduation on June 3, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

The list of students presented includes all graduates who could be eligible at the time of graduation. Final certification of eligibility is contingent upon successful completion of all required work currently in progress.

Background:

Budget Implication ($ Amount):

Costs for the graduation ceremony are covered within current budget allocations.

Legal References:

Board Policy 5127.

Additional Information:

A list of the 2025 Mountain Park School graduates is attached.

ATTACHMENTS

MP Grad List 2025

Agenda Item 24/25-1094
May 21, 2025

Mountain Park School
Class of 2025
Graduation List

Alyssa Gonzalez

Angelina Perez

Ariel Michel

Ayden Maruyama

Emily Brieno

Evelyn Robles Rodriguez

Imani Watkins

Jaydin Matter

Lana Schaefle

Marcos Nobre

Monet Victor

Reese Young

Samantha Rodriguez

Sophia Olaguez

Viviana Rosas

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

5. 24/25-1095 - MONROVIA COMMUNITY ADULT SCHOOL 2025 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve the Monrovia Community Adult School students for graduation on May 29, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

The list of students presented includes all graduates who could be eligible at the time of graduation. Final certification of eligibility is contingent upon successful completion of all required work currently in progress.

Background:

Budget Implication ($ Amount):

Costs for the graduation ceremony are covered within current budget allocations.

Legal References:

Board Policy 5127.

Additional Information:

A list of the 2025 Monrovia Community Adult School graduates is attached.

ATTACHMENTS

MCAS Grad List 2025

Monrovia Community Adult School
Class of 2025
Graduation List

Alexis Renee Salcido
Andrew Ramon Aldape
Angel U Rojas
Ashley Priscilla Fong
Aubrey Marie VanKirk
Avi Daniel Perez
Christopher Aaron Bugarin
Cristin Dolores Fishley
Curtis Scott Dagley
Darla Rose Alvarez
Erika Garcia
Frank Gonzalez
Jasmine R Tillis
Jason Andrew Romero
JLynn Isabella Parra
Lindsey Rae Renfroe
Lonnie Ray Solomon Jr.
Major James Freeman
Mario Alberto Cruz
Mario Martin Razo
Melanie Melendrez
Michael Anthony Castro
Natalia Ayala Onofre
Nathan Gerald Dwain Williams Jr
Nolan Martin Ary
Omar Garcia
Raquel Monique Olivarez
Ricardo Jr Espinoza
Rita Xuemei Wei
Sandra Key
Skylah Vanessa Beal
Steven Luna Hernandez
Titus Lee Pittman
Victor Luis Renteria
Victor Manuel Rios
Xaveon Lamar Truesdell

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

6. 24/25-1096 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS - ETHNIC STUDIES

RECOMMENDATION

The Board of Education is requested to approve Ethnic Studies as a new course offering for high school graduation. On October 8, 2021, Governor Newsom signed Bill AB-101 into law, making California the first state to require ethnic studies as a class for high school graduation. This legislation aims to help students understand the historical and ongoing struggles, as well as the contributions, of Black, Asian, Latinx, Native/Indigenous Americans, and other groups that have faced racism and marginalization in the United States.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

Background:

On October 8, 2021, Governor Newsom signed Bill AB-101 into law, making California the first state to require ethnic studies as a class for high school graduation. This legislation aims to help students understand the historical and ongoing struggles, as well as the contributions, of Black, Asian, Latinx, Native/Indigenous Americans, and other groups that have faced racism and marginalization in the United States.

Budget Implication ($ Amount):

Legal References:

Additional Information:

A copy of the new course description is attached.

ATTACHMENTS

Ethnic Studies Course Description

MONROVIA UNIFIED SCHOOL DISTRICT

Course Description

1. Course Title
Ethnic Studies

2. Transcript Title / Abbreviation
EthnicStudy

3. Transcript Course Code / Number
BF029 Fall; BF029 Spring

4. School
Monrovia High School

5. District
Monrovia Unified School District

6. City
Monrovia, CA

7. School / District Web Site
www.monroviaschools.net

8. School Contact

Name: Dr. Geoff Zamarripa

Title/Position: Asst. Supt., Educational Services

Phone: (626) 471-2011

Fax:

E-mail: gzamarripa@monroviaschools.net

9. Subject Area

X History/Social Science
English
Mathematics
Laboratory Science
Language other than English
Visual & Performing Arts (for 2003)
College Prep Elective
Career Technical Education (CTE)

10. Grade Level(s)
9

11. Seeking "Honors" Distinction?
Yes No X

12. Unit Value

X 0.5 (half year or semester equivalent)
1.0 (one year equivalent)
2.0 (two year equivalent)
Other: _____

13. Date of School Board Approval

14. Was this course previously approved by UC? Yes No X If so, year removed from list?

15. Is this course modeled after an UC-approved course from another school? Yes No X

16. Pre-Requisites
None

17. Co-Requisites
None

18. Brief Course Description –

Ethnic Studies is a semester-long, college-preparatory elective course designed for 9th grade students that engages them in a critical study of race, ethnicity, identity, systems of power, and movements for justice in the United States. Through an interdisciplinary and inquiry-based approach, students explore the experiences, histories, cultures, and contributions of Native American, African American, Latinx, Asian American, Pacific Islander, and other historically marginalized communities. The course fosters civic engagement, empathy, and critical thinking while helping students examine their own identities in the context of local and global communities. Students will use historical and contemporary sources, literature, art, and primary documents to develop analytical skills and engage in meaningful dialogue, writing, and action. This course fulfills the University of California's "G" requirement for a college preparatory elective.

MONROVIA
UNIFIED SCHOOL DISTRICT

19. Course Goals and/or Major Student Outcomes

Students will:

- Analyze the social, historical, and political construction of race and ethnicity in the U.S.
- Understand the contributions and resistance of historically marginalized groups.
- Explore how identity is shaped by culture, family, society, and lived experience.
- Examine and critique systems of power, privilege, and oppression.
- Develop civic responsibility and strategies for social change.
- Build skills in reading, writing, research, public speaking, and collaboration.
- Connect personal identity to broader historical and contemporary issues.

20. Course Objectives

By the end of the course, students will be able to:

- Identify and articulate the origins and impacts of racial and ethnic identities.
- Analyze primary and secondary sources using historical thinking skills.
- Evaluate the roles of colonization, migration, and resistance movements.
- Apply critical thinking to assess media, laws, and narratives that impact equity.
- Compose evidence-based essays and personal reflections.
- Design and implement a community-based project or civic action.
- Engage in respectful and thoughtful discussion about complex social issues.

21. Course Outline

Unit 1: Identity and Self

- Introduction to ethnic studies and social identity theory
- Intersectionality, positionality, and lived experiences
- Personal narrative writing

Unit 2: Systems of Power and Oppression

- Historical foundations of race, racism, and systemic inequity
- Colonization, slavery, displacement, and immigration policies

Unit 3: Stories of Resistance and Resilience

- Civil Rights Movements (e.g., Chicano Movement, Black Power, AAPI resistance)
- Indigenous sovereignty and cultural preservation
- Contemporary activism and youth leadership

Unit 4: Solidarity, Hope, and Liberation

- Cross-cultural solidarity and coalition-building
- Art, music, and storytelling as tools of social change
- Final project: Community issue research and civic action proposal

22. Texts & Supplemental Instructional Materials

Sample Core Texts (final texts may vary by year):

- *A Different Mirror for Young People* by Ronald Takaki
- *We Are Not Yet Equal* by Carol Anderson
- *This Book Is Anti-Racist* by Tiffany Jewell
- Ethnic Studies Model Curriculum (CA Dept of Ed)
- Primary sources: speeches, legal documents, oral histories
- Supplementary materials: podcasts, documentaries, poetry, guest speakers, local history archives

23. Key Assignments

- **Identity Autobiography** – personal essay on cultural identity
- **Historical Inquiry Project** – research and presentation on a marginalized group's resistance
- **Media Analysis** – critique of media representation through race/ethnic lens
- **Community Interview** – oral history project
- **Final Civic Action Project** – team research and proposal for change addressing a local or national issue

24. Instructional Methods and/or Strategies

Instruction incorporates:

- Culturally responsive pedagogy
- Project-based and inquiry-based learning
- Socratic seminar and structured academic dialogue
- Use of graphic organizers and writing scaffolds
- Group projects, peer feedback, and community engagement
- Reflective journals and digital storytelling

25. Assessment Methods and/or Tools

- Rubrics for writing assignments and projects
- Formative assessments (quizzes, discussion, exit slips)
- Self and peer assessments
- Final presentations and public speaking
- Portfolios showcasing growth and understanding

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

7. 24/25-1097 - COMPREHENSIVE SCHOOL SAFETY PLANS (CSSP)

RECOMMENDATION

The Board of Education is requested to receive and acknowledge the completion of the Comprehensive School Safety Plans (CSSP) for 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:

Pursuant to Senate Bill 187, each School Site Council (SSC)/Safety Committee met to revise and approve their Comprehensive School Safety Plans (CSSP). For the 2025-26 school year, the CSSPs must be approved by School Site Councils before March 1, 2025.

Background:

California schools are required to comply with various federal, state, and local regulations dealing with health and safety. Pursuant to Senate Bill 187 (Comprehensive Schools Safety Plan), California State regulations require that school districts maintain an appropriate social climate on campus, in classrooms, and at school-sponsored events. In particular, the California Education Code (CEC) requires the preparation of comprehensive "safe school plans" dealing with violence prevention, emergency preparedness, crisis intervention, and student and employee safety.

Budget Implication ($ Amount):

No additional costs.

Legal References:

Education Code Â§35294 through Â§35294.9.

Additional Information:

The 2025 - 2026 Comprehensive School Safety Plan (CSSP) are attached.

ATTACHMENTS

Safety Plan Cover Sheets 2025-26

Monrovia Unified School District	Monrovia Unified School District	(626) 471-2000
	325 E. Huntington Drive	(626) 471-2077
	Monrovia, CA 91016	www.monroviaschools.net

SB 187

Comprehensive
School Safety Plan
Process & Templates

Bradoaks Elementary Science Academy
930 E. Lemon Ave Monrovia, California 91016
(626) 471- 2100

Fall 2025

Monrovia Unified School District	Monrovia Unified School District	(626)471-2000
	325 East Huntington Dr. Monrovia, Ca. 91016	(626) 471-2086
	Monrovia , CA 90601	https://www.monroviaschools.net/

SB 187

Comprehensive
School Safety Plan
Process & Templates

Canyon Early Learning Center (CELC)
1000 South Canyon Blvd, Monrovia, California. 91016 ,
(626)471-2001

Fall 2025

Monrovia Unified School District	Monrovia Unified School District	(626) 471-2000
	325 E. Huntington Drive	(626) 471-2077
	Monrovia, CA 91016	www.monroviaschools.net

SB 187

Comprehensive
School Safety Plan
Process & Templates

Mayflower Elementary School
210 N. Mayflower Ave. Monrovia, California 91016
(626) 471- 2200

Fall 2025

Monrovia Unified School District	Monrovia Unified School District	(626)471-2000
	325 E. Huntington Drive	(626) 471-2077
	Monrovia, CA 91016	www.monroviaschools.net

SB 187

Comprehensive
School Safety Plan
Process & Templates

Monroe Elementary School
402 W. Colorado Blvd. Monrovia, California 91016
(626) 471-2300

Fall 2025

Monrovia Unified School District	Monrovia Unified School District	(626) 471-2000
	325 E. Huntington Drive	(626) 471-2077
	Monrovia, CA 91016	www.monroviaschools.net

SB 187

Comprehensive
School Safety Plan
Process & Templates

Plymouth Elementary School
1300 Boley Street Monrovia, California 91016
(626) 471-2400

Fall 2025

Monrovia Unified School District	Monrovia Unified School District	(626) 471-2000
	325 E. Huntington Drive	(626) 471-2077
	Monrovia, CA 91016	www.monroviaschools.net

SB 187

Comprehensive
School Safety Plan
Process & Templates

Wild Rose Creative School of the Arts
232 Jasmine Ave. Monrovia, California 91016
(626) 471-2500

Fall 2025

Monrovia Unified School District	Monrovia Unified School District	626-471-2000
	325 E. Huntington Drive	626-471-2077
	Monrovia, CA 91016	www.monroviaschools.net

SB 187

Comprehensive
School Safety Plan
Process & Templates

Clifton Middle School
226 S. Ivy Avenue Monrovia, California 91016
626-471-2600

Fall 2025

Monrovia Unified School District	Monrovia Unified School District	626-471-2000
	325 E. Huntington Dr.	626-471-2077
	Monrovia, CA 91016	https://www.monroviaschools.net/

SB 187

Comprehensive
School Safety Plan
Process & Templates

Santa Fe Computer Science Magnet School
148 W. Duarte Road Monrovia, California 91016
626-472-2700

Fall 2025

Signature Page

Monrovia High School

Safety Plan Signature Page

2025 - 2026

The undersigned members of the Monrovia High School School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Principal

President, School Site Council

Teachers Association Representative

Classified Association Representatives

Parent Representative

Law Enforcement Representative

Monrovia Unified School District	Monrovia Unified School District	(626) 471-2000
	325 E. Huntington Drive	(626) 471-2077
	Monrovia, CA 91016	www.monroviaschools.net

SB 187

Comprehensive
School Safety Plan
Process & Templates

Canyon Oaks High School & Mountain Park Independent Study School
930 Royal Oaks Ave. Monrovia, California 91016
(626) 471-3000

Fall 2025

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

8. 24/25-3085- TENTATIVE AGREEMENT WITH MONROVIA TEACHERS ASSOCIATION (MTA)

RECOMMENDATION

The Board of Education is requested to approve the Tentative Agreement with the Monrovia Teachers Association (MTA).
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

The tentative agreement was reached by MTA for 2024-2025 school year on May 14, 2025 and agreed to by MTA membership on May 14, 2025.

Background:

Longevity increases are being added to the salary schedule: 3% increase from Step 15 to 16 4% increase from Step 20 to 21 4% increase from Step 25 to 26 4% increase from Step 30 to 31 There will be a 2% overall increase to the salary schedule for all teachers for the 2024-2025 school year. Both the longevity increases and the 2% salary increase will be retroactive to the beginning of the 2024-25 school year. Benefits will remain unchanged ("status quo") for the 2024-25 school year. These changes reward teachers who have longer tenure in the district with additional percentage increases at specific career milestones (steps 15, 20, 25, and 30), while all teachers receive a 2% base increase.

Budget Implication ($ Amount):

Legal References:

Additional Information:

ATTACHMENTS

Tentative Agreement salary.pdf

Tentative Agreement
Between
Monrovia Unified School District (District)
and the
Monrovia Teachers Association (MTA)

Salary

Monrovia Unified School District and Monrovia Teachers Association agree to the following tentative agreements for the 2024-25 bargaining year:

1. Longevity will be placed on the salary schedule and shall be a 3% increase from Step 15 to 16 and a 4% increase from Step 20 to 21, Step 25 to 26, and Step 30 to 31.
2. 2% on schedule salary increase for the 2024-2025 school year.
3. Both points 1. and 2. are retroactive to the beginning of the 2024-25 school year.
4. Benefits shall remain status quo for 2024-25.

Vanessa Landesfeind, Ed.D.
Assistant Superintendent HR
5/14/2025

Randy Medina
MTA President
5/14/2025

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

1. AUDIT REPORT 2023-2024

RECOMMENDATION

The Board of Education is requested to receive the auditor's report on the financial statement of the Monrovia Unified School District for the 2023-24 fiscal year.

Rationale:

Background:

Budget Implication ($ Amount):

Legal References:

Education Code Section 41020 states that all audit reports for each fiscal year shall be developed and reported using a format established by the State Controller.

Additional Information:

ATTACHMENTS

MonroviaUSDRpt24 (1).pdf

MONROVIA UNIFIED SCHOOL DISTRICT

AUDIT REPORT
JUNE 30, 2024

MONROVIA UNIFIED SCHOOL DISTRICT
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JUNE 30, 2024

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FINANCIAL SECTION

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Independent Auditors' Report

Governing Board
Monrovia Unified School District
Monrovia, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Monrovia Unified School District, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Monrovia Unified School District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Monrovia Unified School District, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Monrovia Unified School District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Monrovia Unified School District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

348 Olive Street
San Diego, CA
92103

O: 619-270-8222
F: 619-260-9085
christywhite.com

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user of the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards,* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Monrovia Unified School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Monrovia Unified School District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management's discussion and analysis, budgetary comparison information, schedules of proportionate share of net pension liability, and schedules of district contributions for pensions be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Monrovia Unified School District's basic financial statements. The supplementary information listed in the table of contents, including the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations (CFR)* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Local Education Agency Organization Structure but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 8, 2025 on our consideration of the Monrovia Unified School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Monrovia Unified School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Monrovia Unified School District's internal control over financial reporting and compliance.

Christy White, Inc

San Diego, California
April 8, 2025

MONROVIA UNIFIED SCHOOL DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS

INTRODUCTION

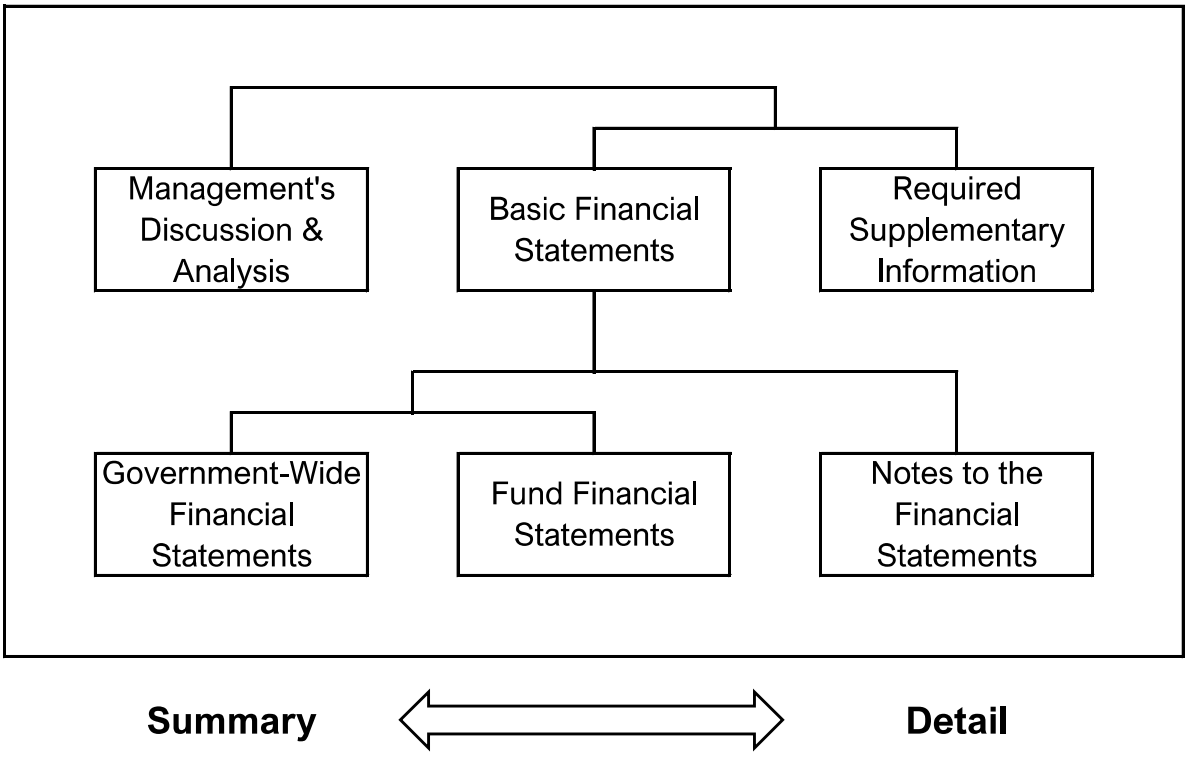
Our discussion and analysis of Monrovia Unified School District's (District) financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2024. It should be read in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The District's combined net position was $(12,071,050) at June 30, 2024. This was an increase of $2,846,615 from the prior year.
- Overall revenues were $106,972,505, which exceeded expenses of $104,125,890.

OVERVIEW OF FINANCIAL STATEMENTS

Components of the Financial Section



OVERVIEW OF FINANCIAL STATEMENTS (continued)

Components of the Financial Section (continued)

This annual report consists of three parts – Management's Discussion and Analysis (this section), the basic financial statements, and required supplementary information. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives:

- **Government-wide financial statements**, which comprise the first two statements, provide both short-term and long-term information about the entity's overall financial position.

- **Fund financial statements** focus on reporting the individual parts of District operations in more detail. The fund financial statements comprise the remaining statements.

  - **Governmental Funds** provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

  - **Proprietary Funds** report services for which the District charges customers a fee. Like the government-wide statements, they provide both long- and short-term financial information.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The basic financial statements are followed by a section of required and other supplementary information that further explain and support the financial statements.

Government-Wide Statements

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of when cash is received or paid.

The two government-wide statements report the District's net position and how it has changed. Net position is one way to measure the District's financial health. Over time, increases or decreases in the District's net position are an indicator of whether its financial health is improving or deteriorating, respectively.

The government-wide financial statements of the District include governmental activities. All of the District's basic services are included here, such as regular education, food service, maintenance and general administration. Local control formula funding and federal and state grants finance most of these activities.

FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE

Net Position

The District's combined net position was $(12,071,050) at June 30, 2024, as reflected in the table below. Of this amount, $(62,872,801) was unrestricted. Restricted net position is reported separately to show legal constraints from debt covenants and enabling legislation that limit the Governing Board's ability to use that net position for day-to-day operations.

	Governmental Activities			Business-Type Activities		
	2024	2023	Net Change	2024	2023	Net Change
ASSETS						
Current and other assets	$ 91,779,422	$ 92,188,181	$ (408,759)	$ 133,498	$ 279,565	$ (146,067)
Capital assets	60,589,242	57,226,595	3,362,647	-	-	-
Total Assets	152,368,664	149,414,776	2,953,888	133,498	279,565	(146,067)
DEFERRED OUTFLOWS OF RESOURCES	23,169,229	20,336,523	2,832,706	-	-	-
LIABILITIES						
Current liabilities	28,055,784	22,711,755	5,344,029	8,203	1,665	6,538
Long-term liabilities	154,543,776	155,367,604	(823,828)	-	-	-
Total Liabilities	182,599,560	178,079,359	4,520,201	8,203	1,665	6,538
DEFERRED INFLOWS OF RESOURCES	5,134,678	6,858,505	(1,723,827)	-	-	-
NET POSITION						
Net investment in capital assets	10,004,047	9,970,583	33,464	-	-	-
Restricted	40,797,704	40,168,426	629,278	-	-	-
Unrestricted	(62,998,096)	(65,325,574)	2,327,478	125,295	268,900	(143,605)
Total Net Position	$ (12,196,345)	$ (15,186,565)	$ 2,990,220	$ 125,295	$ 268,900	$ (143,605)

FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE (continued)

Changes in Net Position

The results of this year's operations for the District as a whole are reported in the Statement of Activities. The table below takes the information from the Statement and rearranges it slightly, so you can see our total revenues and expenses for the year.

	Governmental Activities			Business-Type Activities		
	2024	2023	Net Change	2024	2023	Net Change
REVENUES						
Program revenues						
Charges for services	$ 1,815,745	$ 2,857,175	$ (1,041,430)	$ 131,740	$ 20,175	$ 111,565
Operating grants and contributions	26,477,880	34,375,468	(7,897,588)	5,277	385,387	(380,110)
General revenues						
Property taxes	29,513,892	27,982,005	1,531,887	-	-	-
Unrestricted federal and state aid	45,112,947	41,836,224	3,276,723	-	-	-
Other	3,900,308	2,961,422	938,886	14,716	(4,776)	19,492
Total Revenues	106,820,772	110,012,294	(3,191,522)	151,733	400,786	(249,053)
EXPENSES						
Instruction	51,997,328	40,456,795	11,540,533	-	-	-
Instruction-related services	9,912,804	8,677,596	1,235,208	-	-	-
Pupil services	12,274,875	11,010,634	1,264,241	-	-	-
General administration	8,138,140	7,164,158	973,982	-	-	-
Plant services	8,171,662	7,330,392	841,270	-	-	-
Ancillary services	1,695,245	1,326,668	368,577	-	-	-
Debt service	5,168,227	4,755,044	413,183	-	-	-
Other outgo	1,855,368	836,962	1,018,406	-	-	-
Depreciation	4,604,351	4,490,391	113,960	-	-	-
Enterprise activities	12,552	3,797	8,755	295,338	324,373	(29,035)
Total Expenses	103,830,552	86,052,437	17,778,115	295,338	324,373	(29,035)
Change in net position	2,990,220	23,959,857	(20,969,637)	(143,605)	76,413	(220,018)
Net Position - Beginning	(15,186,565)	(39,145,422)	23,958,857	268,900	192,487	76,413
Net Position - Ending	$ (12,196,345)	$ (15,185,565)	$ 2,989,220	$ 125,295	$ 268,900	$ (143,605)

The cost of all our governmental activities this year was $103,830,552 (refer to the table above). The amount that our taxpayers ultimately financed for these activities through taxes was only $29,513,892 because a portion of the cost was paid by other governments and organizations who subsidized certain programs with grants and contributions.

FINANCIAL ANALYSIS OF THE ENTITY AS A WHOLE (continued)

Changes in Net Position (continued)

In the table below, we have presented the net cost of each of the District's governmental functions. Net cost shows the financial burden that was placed on the District's taxpayers by each of these functions. Providing this information allows our citizens to consider the cost of each function in comparison to the benefits they believe are provided by that function.

	Net Cost of Services	
	2024	2023
Instruction	$ 37,892,405	$ 21,760,025
Instruction-related services	7,222,514	4,124,093
Pupil services	5,689,521	4,639,273
General administration	7,138,160	5,732,554
Plant services	7,823,550	6,997,153
Ancillary services	777,234	(1,375,685)
Debt service	5,168,227	4,755,044
Transfers to other agencies	(784,174)	(2,301,062)
Depreciation	4,604,351	4,490,391
Enterprise activities	5,139	(992)
Total	$ 75,536,927	$ 48,820,794

FINANCIAL ANALYSIS OF THE DISTRICT'S MAJOR FUNDS

The financial performance of the District as a whole is reflected in its governmental funds as well. As the District completed this year, its governmental funds reported a combined fund balance of $71,896,416, which is less than last year's ending fund balance of $74,960,307. The District's General Fund had $94,778 less in operating revenues than expenditures for the year ended June 30, 2024. The District's Building Fund had a decrease in fund balance of $6,677,100 for the year ended June 30, 2024. The District's Bond Interest and Redemption Fund had an increase in fund balance of $1,872,542 for the year ended June 30, 2024.

CURRENT YEAR BUDGET 2023-2024

During the fiscal year, budget revisions and appropriation transfers are presented to the Board for their approval on a regular basis to reflect changes to both revenues and expenditures that become known during the year. In addition, the Board of Education approves financial projections included with the Adopted Budget, First Interim, and Second Interim financial reports. The Unaudited Actuals reflect the District's financial projections and current budget based on State and local financial information.

CAPITAL ASSETS AND LONG-TERM LIABILITIES

Capital Assets

By the end of 2023-2024 the District had invested $60,589,242 in capital assets, net of accumulated depreciation.

	Governmental Activities		
	2024	2023	Net Change
CAPITAL ASSETS			
Land	$ 606,055	$ 606,055	$ -
Construction in progress	5,809,495	1,215,289	4,594,206
Land improvements	4,254,797	3,986,306	268,491
Buildings & improvements	104,966,818	101,323,430	3,643,388
Furniture & equipment	3,712,655	4,273,345	(560,690)
Less: Accumulated depreciation	(58,760,578)	(54,177,830)	(4,582,748)
Total	$ 60,589,242	$ 57,226,595	$ 3,362,647

Long-Term Liabilities

At year-end, the District had $154,543,776 in long-term liabilities, a decrease of 0.53% from last year – as shown in the table below. More detailed information about the District's long-term liabilities is presented in footnotes to the financial statements.

	Governmental Activities		
	2024	2023	Net Change
LONG-TERM LIABILITIES			
Total general obligation bonds	$ 97,746,945	$ 100,300,109	$ (2,553,164)
Total certificates of participation	215,000	425,000	(210,000)
Compensated absences	1,361,950	1,206,272	155,678
Net pension liability	63,699,349	59,425,953	4,273,396
Less: current portion of long-term liabilities	(8,479,468)	(5,989,730)	(2,489,738)
Total	$ 154,543,776	$ 155,367,604	$ (823,828)

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

Several economic factors could impact California school district funding and the District's budget in the next fiscal year:

Long-term Declining Enrollment: Lower birth rates and increased migration out of state have resulted in long-term declining enrollment across California schools. Enrollment can fluctuate due to factors such as population growth, competition from private and parochial schools, inter-district transfers in or out, economic conditions, and housing values. Losses in enrollment will cause a school district to lose operating revenues without necessarily permitting the district to adjust fixed operating costs.

Revenue Uncertainties: Proposition 98 guarantees have improved over the 2023-24 fiscal year, but the prior 2022-23 revenues fell short of estimates, reducing the guarantee and resulting in the use of Proposition 98 reserves. California faced a significant budget deficit due to a severe revenue decline in 2022-23, driven mainly by lower income tax collections and economic downturns. However, recent tax forecasts show that actual revenues surpass projections. Surpluses could help fund more Proposition 98 revenue for school districts.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET (continued)

Underfunded Pension Liabilities: The District participates in state employee pension plans, California State Teachers' Retirement System (CalSTRS) and California Public Employees' Retirement System (CalPERS) and both are underfunded. The District's proportionate share of the liability is reported in the Statement of Net Position as of June 30, 2024. The amount of the liability is material to the District's financial position. The CalSTRS projected employer contribution rate for 2024-25 is 19.10 percent. The CalPERS projected employer contribution rate for 2024-25 is 27.05 percent. The projected increased pension costs to school employers remain a significant fiscal factor.

Economic Downturn: Higher borrowing costs and reduced investment have slowed economic activity, particularly affecting sectors like technology and startups, which are crucial to California's economy. The unemployment rate is up but might reverse with future jobs in the technology and aerospace industries.

Federal Reserve Actions: The Federal Reserve's interest rate hikes have increased borrowing costs, reducing investment and economic growth.

Stock Market Performance: The steep decline in the stock market in prior years has negatively impacted income tax collections from high-income Californians and corporations. Overall, market performance in 2024 is trending in a positive direction.

These factors contribute to a challenging fiscal environment, potentially affecting the state's ability to maintain or increase funding for school districts. All these factors were considered in preparing the District's 2024-25 fiscal year budget.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, students, and investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need any additional financial information, contact the Business Office, at Monrovia Unified School District, 325 E. Huntington Drive, Monrovia, California 91016.

MONROVIA UNIFIED SCHOOL DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2024

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and investments	$ 82,231,179	$ 108,344	$ 82,339,523
Accounts receivable	9,062,036	25,154	9,087,190
Inventory	243,419	-	243,419
Other current assets	242,788	-	242,788
Capital assets, not depreciated	6,415,550	-	6,415,550
Capital assets, net of accumulated depreciation	54,173,692	-	54,173,692
Total Assets	152,368,664	133,498	152,502,162
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions	22,341,417	-	22,341,417
Deferred amount on refunding	827,812	-	827,812
Total Deferred Outflows of Resources	23,169,229	-	23,169,229
LIABILITIES			
Accrued liabilities	16,758,084	8,203	16,766,287
Unearned revenue	2,818,232	-	2,818,232
Long-term liabilities, current portion	8,479,468	-	8,479,468
Long-term liabilities, non-current portion	154,543,776	-	154,543,776
Total Liabilities	182,599,560	8,203	182,607,763
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions	5,134,678	-	5,134,678
Total Deferred Inflows of Resources	5,134,678	-	5,134,678
NET POSITION			
Net investment in capital assets	10,004,047	-	10,004,047
Restricted:			
Capital projects	10,254,132	-	10,254,132
Debt service	9,680,905	-	9,680,905
Educational programs	16,041,063	-	16,041,063
Food service	4,533,610	-	4,533,610
Associated student body	287,994	-	287,994
Unrestricted	(62,998,096)	125,295	(62,872,801)
Total Net Position	$ (12,196,345)	$ 125,295	$ (12,071,050)

MONROVIA UNIFIED SCHOOL DISTRICT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

Function/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Net (Expenses) Revenues and Changes in Net Position: Governmental Activities	Net (Expenses) Revenues and Changes in Net Position: Business-Type Activities	Net (Expenses) Revenues and Changes in Net Position: Total
GOVERNMENTAL ACTIVITIES						
Instruction	$ 51,997,328	$ 891,820	$ 13,213,103	$ (37,892,405)		
Instruction-related services						
Instructional supervision and administration	4,770,442	9,388	1,938,243	(2,822,811)		
Instructional library, media, and technology	327,254	103	20,085	(307,066)		
School site administration	4,815,108	431	722,040	(4,092,637)		
Pupil services						
Home-to-school transportation	1,581,258	48,595	264,503	(1,268,160)		
Food services	3,582,273	63,487	4,250,716	731,930		
All other pupil services	7,111,344	152,938	1,805,115	(5,153,291)		
General administration						
Centralized data processing	1,565,109	-	341,317	(1,223,792)		
All other general administration	6,573,031	2,131	656,532	(5,914,368)		
Plant services	8,171,662	16,551	331,561	(7,823,550)		
Ancillary services	1,695,245	11,142	906,869	(777,234)		
Enterprise activities	12,552	38	7,375	(5,139)		
Interest on long-term debt	5,168,227	-	-	(5,168,227)		
Other outgo	1,855,368	619,121	2,020,421	784,174		
Depreciation (unallocated)	4,604,351	-	-	(4,604,351)		
Total Governmental Activities	$ 103,830,552	$ 1,815,745	$ 26,477,880	(75,536,927)		
BUSINESS-TYPE ACTIVITIES						
Enterprise activities	$ 295,338	$ 131,740	$ 5,277		$ (158,321)	
Total Business-Type Activities	295,338	131,740	5,277		(158,321)	
Total School District	$ 104,125,890	$ 1,947,485	$ 26,483,157			$ (75,695,248)
General revenues						
Taxes and subventions						
Property taxes, levied for general purposes				19,808,091	-	19,808,091
Property taxes, levied for debt service				8,532,981	-	8,532,981
Property taxes, levied for other specific purposes				1,172,820	-	1,172,820
Federal and state aid not restricted for specific purposes				45,112,947	-	45,112,947
Interest and investment earnings				2,733,615	-	2,733,615
Miscellaneous				1,166,693	14,716	1,181,409
Subtotal, General Revenue				78,527,147	14,716	78,541,863
CHANGE IN NET POSITION				2,990,220	(143,605)	2,846,615
Net Position - Beginning				(15,186,565)	268,900	(14,917,665)
Net Position - Ending				$ (12,196,345)	$ 125,295	$ (12,071,050)

MONROVIA UNIFIED SCHOOL DISTRICT
GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2024

	General Fund	Building Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds	Total Governmental Funds
ASSETS					
Cash and investments	$ 39,923,892	$ 12,986,884	$ 10,395,408	$ 17,906,861	$ 81,213,045
Accounts receivable	7,023,898	168,366	-	1,858,202	9,050,466
Stores inventory	164,157	-	-	79,262	243,419
Other current assets	242,788	-	-	-	242,788
Total Assets	$ 47,354,735	$ 13,155,250	$ 10,395,408	$ 19,844,325	$ 90,749,718
LIABILITIES					
Accrued liabilities	$ 13,437,805	$ 2,199,485	$ -	$ 397,780	$ 16,035,070
Unearned revenue	1,813,580	-	-	1,004,652	2,818,232
Total Liabilities	15,251,385	2,199,485	-	1,402,432	18,853,302
FUND BALANCES					
Nonspendable	184,157	-	-	80,050	264,207
Restricted	14,623,616	10,955,765	10,395,408	16,501,694	52,476,483
Committed	14,627,163	-	-	1,860,149	16,487,312
Unassigned	2,668,414	-	-	-	2,668,414
Total Fund Balances	32,103,350	10,955,765	10,395,408	18,441,893	71,896,416
Total Liabilities and Fund Balances	$ 47,354,735	$ 13,155,250	$ 10,395,408	$ 19,844,325	$ 90,749,718

MONROVIA UNIFIED SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
JUNE 30, 2024

Total Fund Balance - Governmental Funds		$ 71,896,416
Amounts reported for assets and liabilities for governmental activities in the statement of net position are different from amounts reported in governmental funds because:		
Capital assets:		
In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation:		
Capital assets	$ 119,349,820	
Accumulated depreciation	(58,760,578)	60,589,242
Deferred amount on refunding:		
In governmental funds, the net effect of refunding bonds is recognized when debt is issued, whereas this amount is deferred and amortized in the government-wide financial statements:		827,812
Unmatured interest on long-term debt:		
In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred. The additional liability for unmatured interest owing at the end of the period was:		(723,014)
Long-term liabilities:		
In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:		
Total general obligation bonds	$ 97,746,945	
Total certificates of participation	215,000	
Compensated absences	1,361,950	
Net pension liability	63,699,349	(163,023,244)
Deferred outflows and inflows of resources relating to pensions:		
In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.		
Deferred outflows of resources related to pensions	$ 22,341,417	
Deferred inflows of resources related to pensions	(5,134,678)	17,206,739
Internal service funds:		
Internal service funds are used to conduct certain activities for which costs are charged to other funds on a full cost-recovery basis. Because internal service funds are presumed to operate for the benefit of governmental activities, assets, deferred outflows of resources, liabilities, and deferred inflows of resources of internal service funds are reported with governmental activities in the statement of net position. Net position for internal service funds is:		1,029,704
Total Net Position - Governmental Activities		$ (12,196,345)

MONROVIA UNIFIED SCHOOL DISTRICT
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2024

	General Fund	Building Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds	Total Governmental Funds
REVENUES					
LCFF sources	$ 63,173,622	$ -	$ -	$ -	$ 63,173,622
Federal sources	4,921,990	-	191,819	2,879,518	7,993,327
Other state sources	9,742,839	-	38,942	5,584,909	15,366,690
Other local sources	10,940,942	978,023	8,982,619	2,612,911	23,514,495
Total Revenues	88,779,393	978,023	9,213,380	11,077,338	110,048,134
EXPENDITURES					
Current					
Instruction	52,795,278	-	-	1,813,746	54,609,024
Instruction-related services					
Instructional supervision and administration	4,255,423	-	-	748,869	5,004,292
Instructional library, media, and technology	335,137	-	-	-	335,137
School site administration	4,526,340	-	-	532,247	5,058,587
Pupil services					
Home-to-school transportation	1,627,849	-	-	-	1,627,849
Food services	73,621	-	-	3,545,947	3,619,568
All other pupil services	7,236,568	-	-	208,315	7,444,883
General administration					
Centralized data processing	2,010,310	-	-	-	2,010,310
All other general administration	5,716,304	-	-	262,018	5,978,322
Plant services	7,479,115	374,729	-	414,003	8,267,847
Facilities acquisition and construction	56,142	7,280,394	-	662,823	7,999,359
Ancillary services	894,058	-	-	831,715	1,725,773
Enterprise activities	12,658	-	-	-	12,658
Transfers to other agencies	1,855,368	-	-	-	1,855,368
Debt service					
Principal	-	-	2,816,445	210,000	3,026,445
Interest and other	-	-	4,524,393	12,210	4,536,603
Total Expenditures	88,874,171	7,655,123	7,340,838	9,241,893	113,112,025
Excess (Deficiency) of Revenues Over Expenditures	(94,778)	(6,677,100)	1,872,542	1,835,445	(3,063,891)
Other Financing Sources (Uses)					
Transfers in	-	-	-	222,210	222,210
Transfers out	(75,317)	-	-	(146,893)	(222,210)
Net Financing Sources (Uses)	(75,317)	-	-	75,317	-
NET CHANGE IN FUND BALANCE	(170,095)	(6,677,100)	1,872,542	1,910,762	(3,063,891)
Fund Balance - Beginning	32,273,445	17,632,865	8,522,866	16,531,131	74,960,307
Fund Balance - Ending	$ 32,103,350	$ 10,955,765	$ 10,395,408	$ 18,441,893	$ 71,896,416

MONROVIA UNIFIED SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

Net Change in Fund Balances - Governmental Funds		$ (3,063,891)
Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:		
Capital outlay:		
In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:		
Expenditures for capital outlay:	$ 8,506,085	
Depreciation expense:	(4,604,351)	3,901,734
Debt service:		
In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were:		5,550,000
Deferred amounts on refunding:		
In governmental funds, deferred amounts on refunding are recognized in the period they are incurred. In the government-wide statements, the deferred amounts on refunding are amortized over the life of the debt. The net effect of the deferred amounts on refunding during the period was:		(118,259)
Gain or loss from the disposal of capital assets:		
In governmental funds, the entire proceeds from disposal of capital assets are reported as revenue. In the statement of activities, only the resulting gain or loss is reported. The difference between the proceeds from disposal of capital assets and the resulting gain or loss is:		(539,087)
Unmatured interest on long-term debt:		
In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period, was:		(250,084)
Accreted interest on long-term debt:		
In governmental funds, accreted interest on capital appreciation bonds is not recorded as an expenditure from current sources. In the government-wide statement of activities, however, this is recorded as interest expense for the period.		(3,226,567)

(continued on the next page)

MONROVIA UNIFIED SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES, continued
FOR THE YEAR ENDED JUNE 30, 2024

Compensated absences:	
In governmental funds, compensated absences are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amount earned. The difference between compensated absences paid and compensated absences earned, was:	(155,678)
Pensions:	
In governmental funds, pension costs are recognized when employer contributions are made. In the government-wide statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and employer contributions was:	401,396
Amortization of debt issuance premium or discount:	
In governmental funds, if debt is issued at a premium or at a discount, the premium or discount is recognized as an Other Financing Source or an Other Financing Use in the period it is incurred. In the government-wide statements, the premium or discount is amortized over the life of the debt. Amortization of premium or discount for the period is:	439,731
Internal Service Funds:	
Internal service funds are used to conduct certain activities for which costs are charged to other funds on a full cost-recovery basis. Because internal service funds are presumed to benefit governmental activities, internal service activities are reported as governmental in the statement of activities. The net increase or decrease in internal service funds was:	50,925
Change in Net Position of Governmental Activities	$ 2,990,220

MONROVIA UNIFIED SCHOOL DISTRICT
PROPRIETARY FUNDS
STATEMENT OF NET POSITION
JUNE 30, 2024

	Business-Type Activities	Governmental Activities
	Fee-Based Programs Fund	Internal Service Fund
ASSETS		
Current assets		
Cash and investments	$ 108,344	$ 1,018,134
Accounts receivable	25,154	11,570
Total Assets	133,498	1,029,704
LIABILITIES		
Current liabilities		
Accrued liabilities	8,203	-
Total Liabilities	8,203	-
NET POSITION		
Restricted	-	1,029,704
Unrestricted	125,295	-
Total Net Position	$ 125,295	$ 1,029,704

MONROVIA UNIFIED SCHOOL DISTRICT
PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2024

	Business-Type Activities	Governmental Activities
	Fee-Based Programs Fund	Internal Service Fund
OPERATING REVENUES		
Charges for services	$ 20,907	$ -
Other local revenues	116,110	-
Total operating revenues	137,017	-
OPERATING EXPENSES		
Salaries and benefits	175,625	-
Supplies and materials	12,704	-
Professional services	107,009	-
Total operating expenses	295,338	-
Operating income/(loss)	(158,321)	-
NON-OPERATING REVENUES/(EXPENSES)		
Interest income	14,716	50,925
Total non-operating revenues/(expenses)	14,716	50,925
CHANGE IN NET POSITION	(143,605)	50,925
Net Position - Beginning	268,900	978,779
Net Position - Ending	$ 125,295	$ 1,029,704

MONROVIA UNIFIED SCHOOL DISTRICT
PROPRIETARY FUNDS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2024

	Business-Type Activities	Governmental Activities
	Fee-Based Programs Fund	Internal Service Fund
Cash flows from operating activities		
Cash received from user charges	$ 20,907	$ -
Cash received (paid) from assessments made to (from) other funds	143,201	-
Cash payments for payroll, insurance, and operating costs	(297,800)	-
Net cash provided by (used for) operating activities	(133,692)	-
Cash flows from investing activities		
Interest received	14,716	49,499
Net cash provided by (used for) investing activities	14,716	49,499
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(118,976)	49,499
CASH AND CASH EQUIVALENTS		
Beginning of year	227,320	968,635
End of year	$ 108,344	$ 1,018,134
Reconciliation of operating income (loss) to cash provided by (used for) operating activities		
Operating income/(loss)	$ (158,321)	$ -
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:		
Changes in assets and liabilities:		
(Increase) decrease in accounts receivables	27,091	-
Increase (decrease) in accrued liabilities	(2,462)	-
Net cash provided by (used for) operating activities	$ (133,692)	$ -

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Monrovia Unified School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual.* The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

The District operates under a locally elected Board form of government and provides educational services to grades K-12 as mandated by the state. A reporting entity is comprised of the primary government, component units, and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments and agencies that are not legally separate from the District. For the District, this includes general operations, food service, and student-related activities.

B. Component Units

Component units are legally separate organizations for which the District is financially accountable. Component units may also include organizations that are fiscally dependent on the District in that the District approves their budget, the issuance of their debt or the levying of their taxes. In addition, component units are other legally separate organizations for which the District is not financially accountable but the nature and significance of the organization's relationship with the District is such that exclusion would cause the District's financial statements to be misleading or incomplete.

On September 1, 2001, the District's Board of Education formed a nonprofit corporation, known as the Monrovia Unified School District Facilities Corporation (the Corporation), which is organized under the Nonprofit Benefit Corporation Law of the State of California. The purpose of the Corporation is to finance the architectural fees and design costs associated with various school construction projects and to finance the modernization and improvement of certain school facilities. The Corporation issued Certificates of Participation (COPs), a form of long-term debt, which the District used to finance the projects.

For financial reporting purposes, the component unit listed above has a financial and operational relationship which meets the reporting entity definition criteria of the Governmental Accounting Standards Board (GASB) Statement No. 61, *The Financial Reporting Entity: Omnibus – An Amendment of GASB Statement No. 14 and No. 34,* and thus is included in the financial statements using the blended presentation method as if it were part of the District's operations because the Board of the component unit is essentially the same as the Board of Education of the District and because its purpose is to finance the construction of facilities to be used for the direct benefit of the District.

C. Basis of Presentation

Government-Wide Statements. The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenue, and other non-exchange transactions.

The statement of activities presents a comparison between direct expenses and program revenue for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reserved for the statement of activities. Program revenues include charges paid by the recipients of the goods or services offered by the programs and grants and contributions that are restricted to meeting of operational or capital requirements of a particular program.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Government-Wide Statements (continued). Revenues that are not classified as program revenues are presented as general revenues. The comparison of program revenues and expenses identifies the extent to which each program or business segment is self-financing or draws from the general revenues of the District.

Fund Financial Statements. The fund financial statements provide information about the District's funds, including its proprietary and fiduciary funds. Separate statements for each fund category – governmental, proprietary and fiduciary – are presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

Governmental funds are used to account for activities that are governmental in nature. Governmental activities are typically tax-supported and include education of pupils, operation of food service and child development programs, construction and maintenance of school facilities, and repayment of long-term debt.

Proprietary funds are used to account for activities that are more business-like than government-like in nature. Business-type activities include those for which a fee is charged to external users or to other organizational units of the District, normally on a full cost-recovery basis. Proprietary funds are generally intended to be self-supporting.

Major Governmental Funds

General Fund: The General Fund is the main operating fund of the District. It is used to account for all activities except those that are required to be accounted for in another fund. In keeping with the minimum number of funds principle, all of the District's activities are reported in the General Fund unless there is a compelling reason to account for an activity in another fund. A District may have only one General Fund.

Building Fund: This fund exists primarily to account separately for proceeds from the sale of bonds (*Education Code Section* 15146) and may not be used for any purposes other than those for which the bonds were issued. Other authorized revenues to the Building Fund are proceeds from the sale or lease-with-option-to-purchase of real property (*Education Code Section* 17462) and revenue from rentals and leases of real property specifically authorized for deposit into the fund by the governing board (*Education Code Section* 41003).

Bond Interest and Redemption Fund: This fund is used for the repayment of bonds issued for the District (*Education Code Sections* 15125–15262). The board of supervisors of the county issues the bonds. The proceeds from the sale of the bonds are deposited in the county treasury to the Building Fund of the District. Any premiums or accrued interest received from the sale of the bonds must be deposited in the Bond Interest and Redemption Fund of the District. The county auditor maintains control over the District's Bond Interest and Redemption Fund. The principal and interest on the bonds must be paid by the county treasurer from taxes levied by the county auditor-controller.

Non-Major Governmental Funds

Special Revenue Funds: Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The District maintains the following special revenue funds:

Student Activity Fund: This fund may be used to account for student body activities that do not meet the fiduciary criteria established in GASB Statement No. 84.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Non-Major Governmental Funds (continued)

Special Revenue Funds (continued)

Adult Education Fund: This fund is used to account separately for federal, state, and local revenues for adult education programs. Money in this fund shall be expended for adult education purposes only. Moneys received for programs other than adult education shall not be expended for adult education (*Education Code Sections* 52616[b] and 52501.5[a]).

Child Development Fund: This fund is used to account separately for federal, state, and local revenues to operate child development programs. All moneys received by the District for, or from the operation of, child development services covered under the Child Care and Development Services Act (*Education Code Section* 8200 et seq.) shall be deposited into this fund. The moneys may be used only for expenditures for the operation of child development programs. The costs incurred in the maintenance and operation of child development services shall be paid from this fund, with accounting to reflect specific funding sources (*Education Code Section* 8328).

Cafeteria Fund: This fund is used to account separately for federal, state, and local resources to operate the food service program (*Education Code Sections* 38090–38093). The Cafeteria Fund shall be used only for those expenditures authorized by the governing board as necessary for the operation of the District's food service program (*Education Code Sections* 38091 and 38100).

Deferred Maintenance Fund: This fund is used to account separately for state apportionments and the District's contributions for deferred maintenance purposes (*Education Code Sections* 17582–17587). In addition, whenever the state funds provided pursuant to *Education Code Sections* 17584 and 17585 (apportionments from the State Allocation Board) are insufficient to fully match the local funds deposited in this fund, the governing board of a school district may transfer the excess local funds deposited in this fund to any other expenditure classifications in other funds of the District (*Education Code Sections* 17582 and 17583).

Capital Project Funds: Capital project funds are established to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Capital Facilities Fund: This fund is used primarily to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development (*Education Code Sections* 17620–17626). The authority for these levies may be county/city ordinances (*Government Code Sections* 65970–65981) or private agreements between the District and the developer. Interest earned in the Capital Facilities Fund is restricted to that fund (*Government Code Section* 66006).

Special Reserve Fund for Capital Outlay Projects: This fund exists primarily to provide for the accumulation of General Fund moneys for capital outlay purposes (*Education Code Section* 42840).

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Non-Major Governmental Funds (continued)

Debt Service Funds: Debt service funds are established to account for the accumulation of resources for and the payment of principal and interest on general long-term debt.

Debt Service Fund: This fund is used for the accumulation of resources for and the retirement of principal and interest on general long-term debt.

Proprietary Funds

Enterprise Funds: Enterprise funds may be used to account for any activity for which a fee is charged to external users for goods or services.

Fee-Based Programs Fund: This fund is used to account for the international student program, catering, and the LKT performance art center program.

Internal Service Funds: Internal service funds are created principally to render services to other organizational units of the District on a cost-reimbursement basis. These funds are designed to be self-supporting with the intent of full recovery of costs, including some measure of the cost of capital assets, through user fees and charges.

Self-Insurance Fund: Self-insurance funds are used to separate moneys received for self-insurance activities from other operating funds of the District. Separate funds may be established for each type of self-insurance activity, such as workers' compensation, health and welfare, and deductible property loss (*Education Code Section* 17566).

D. Basis of Accounting – Measurement Focus

Government-Wide and Proprietary Fund Financial Statements
The government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Net Position equals assets and deferred outflows of resources minus liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. The net position should be reported as restricted when constraints placed on its use are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The net position restricted for other activities results from special revenue funds and the restrictions on their use.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the internal service fund are charges to other funds for self-insurance costs. Operating expenses for internal service funds include the costs of insurance premiums and claims related to self-insurance.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Basis of Accounting – Measurement Focus (continued)

Governmental Funds
Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Governmental funds use the modified accrual basis of accounting.

Revenues – Exchange and Non-Exchange Transactions
Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Generally, "available" means collectible within the current period or within 60 days after year-end. However, to achieve comparability of reporting among California school districts and so as not to distort normal revenue patterns, with specific respect to reimbursement grants and corrections to State-aid apportionments, the California Department of Education has defined available for school districts as collectible within one year.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from the grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Eligibility requirements include timing requirements, which specify the year when the resources are to be used or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned Revenue
Unearned revenue arises when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for unearned revenue is removed from the balance sheet and revenue is recognized. Certain grants received that have not met eligibility requirements are recorded as unearned revenue. On the governmental fund financial statements, receivables that will not be collected within the available period are also recorded as unearned revenue.

Expenses/Expenditures
On the accrual basis of accounting, expenses are recognized at the time a liability is incurred. On the modified accrual basis of accounting, expenditures are generally recognized in the accounting period in which the related fund liability is incurred, as under the accrual basis of accounting. However, under the modified accrual basis of accounting, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. Allocations of cost, such as depreciation and amortization, are not recognized in the governmental funds. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position

Cash and Cash Equivalents
The District's cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Cash equivalents also include cash with county treasury balances for purposes of the statement of cash flows.

Investments
Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost. Fair values of investments in county and State investment pools are determined by the program sponsor.

Inventories
Inventories are recorded using the purchases method in that the cost is recorded as an expenditure at the time the individual inventory items are requisitioned. Inventories are valued at historical cost and consist of expendable supplies held for consumption.

Capital Assets
The accounting and reporting treatment applied to the capital assets associated with a fund is determined by its measurement focus. Capital assets are reported in the governmental activities column of the government-wide statement of net position but are not reported in the fund financial statements. Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their acquisition value as of the date received. The District maintains a capitalization threshold of $5,000. The District does not own any infrastructure as defined in GASB Statement No. 34. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized. All reported capital assets, except for land and construction in progress, are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)

Capital Assets (continued)

Depreciation is computed using the straight-line method over the following estimated useful lives:

Asset Class	Examples	Estimated Useful Life in Years
Land	N/A	N/A
Site improvements	Paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting	20
School buildings		50
Portable classrooms		25
HVAC systems	Heating, ventilation, and air conditioning system	20
Roofing		20
Interior construction		25
Carpet replacement		7
Electrical/plumbing		30
Sprinkler/fire system	Fire suppression system	25
Outdoor equipment	Playground, radio towers, fuel tanks, pumps	20
Machinery and tools	Shop and maintenance equipment, tools	15
Kitchen equipment	Appliances	15
Custodial equipment	Floor scrubbers, vacuums, other	15
Science and engineering	Lab equipment, scientific apparatus	10
Furniture and accessories	Classroom and other furniture	20
Business machines	Fax, duplicating, and printing equipment	10
Copiers		5
Communication equipment	Mobile, portable radios, non-computerized	10
Computer hardware	PCs, printers, network hardware	5
Computer software	Instructional, other short-term	5 to 10
Computer software	Administrative long-term	10 to 20
Audio visual equipment	Projectors, cameras (still and digital)	10
Athletic equipment	Gymnastics, football, weight machines, wrestling mats	10
Musical instruments	Pianos, strings, brass, percussion	10
Library books	Collections	5 to 7
Licensed vehicles	Buses, other on-road vehicles	8
Contractor's equipment	Major off-road vehicles, front-end loaders, large tractors, mobile air compressor	10
Grounds equipment	Mowers, tractors, attachments	15

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)

Interfund Balances
On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "Due from other funds/Due to other funds." These amounts are eliminated in the governmental activities columns of the statement of net position.

Compensated Absences
Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide financial statements. For governmental funds, the current portion of unpaid compensated absences is recognized upon the occurrence of relevant events such as employee resignations and retirements that occur prior to year-end that have not yet been paid with expendable available financial resource. These amounts are recorded in the fund from which the employees who have accumulated leave are paid.

Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken because such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

Accrued Liabilities and Long-Term Obligations
All payables, accrued liabilities, and long-term obligations are reported in the government-wide and proprietary fund financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds.

Premiums and Discounts
In the government-wide and proprietary fund financial statements, long-term obligations are reported as liabilities in the applicable governmental activities or proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method.

Deferred Outflows/Deferred Inflows of Resources
In addition to assets, the District will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the District will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

Pensions
For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the defined benefit pension plans (the Plans) of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, Fund Balance and Net Position (continued)

Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The classifications are as follows:

Nonspendable - The nonspendable fund balance classification reflects amounts that are not in spendable form. Examples include inventory, lease receivables (net of related deferred inflows), prepaid items, the long-term portion of loans receivable, and nonfinancial assets held for resale. This classification also reflects amounts that are in spendable form but that are legally or contractually required to remain intact, such as the principal of a permanent endowment.

Restricted - The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

Committed - The committed fund balance classification reflects amounts subject to internal constraints self-imposed by formal action of the Governing Board. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period. The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements. In contrast to restricted fund balance, committed fund balance may be redirected by the government to other purposes as long as the original constraints are removed or modified in the same manner in which they were imposed, that is, by the same formal action of the Governing Board.

Assigned - The assigned fund balance classification reflects amounts that the government *intends* to be used for specific purposes. Assignments may be established either by the Governing Board or by a designee of the governing body and are subject to neither the restricted nor committed levels of constraint. In contrast to the constraints giving rise to committed fund balance, constraints giving rise to assigned fund balance are not required to be imposed, modified, or removed by formal action of the Governing Board. The action does not require the same level of formality and may be delegated to another body or official. Additionally, the assignment need not be made before the end of the reporting period, but rather may be made any time prior to the issuance of the financial statements.

Unassigned - In the General Fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes. However, deficits in any fund, including the General Fund that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after non-operating revenues/expenses in proprietary funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented in the financial statements. Interfund transfers are eliminated in the governmental activities columns of the statement of activities.

G. Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

H. Budgetary Data

The budgetary process is prescribed by provisions of the California Education Code and requires the governing board to hold a public hearing and adopt an operating budget no later than July 1 of each year. The District governing board satisfied these requirements. The adopted budget is subject to amendment throughout the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption with the legal restriction that expenditures cannot exceed appropriations by major object account.

The amounts reported as the original budgeted amounts in the budgetary statements reflect the amounts when the original appropriations were adopted. The amounts reported as the final budgeted amounts in the budgetary statements reflect the amounts after all budget amendments have been accounted for. For purposes of the budget, on-behalf payments have not been included as revenue and expenditures as required under generally accepted accounting principles.

I. Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31. The County Auditor-Controller bills and collects the taxes on behalf of the District. Local property tax revenues are recorded when received.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

J. New Accounting Pronouncements

GASB Statement No. 99 – In April 2022, GASB issued Statement No. 99, *Omnibus 2022*. The objectives of this statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing (1) practice issues that have been identified during implementation and application of certain GASB Statements and (2) accounting and financial reporting for financial guarantees. The statement addresses various practice issues, including: (a) clarification of provisions in Statement No. 87, *Leases*, as amended, related to the determination of the lease term, classification of a lease as a short-term lease, recognition and measurement of a lease liability and a lease asset, and identification of lease incentives, (b) disclosures related to nonmonetary transactions; clarification of provisions in Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as amended, related to the focus of the government-wide financial statements, (c) terminology updates related to certain provisions of Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and (d) terminology used in Statement 53 to refer to resource flows statements. A portion of this statement was effective upon issuance, while the remaining portions of this statement were effective for periods beginning after June 15, 2022 and for periods beginning after June 15, 2023. The District has fully implemented this Statement as of June 30, 2024.

GASB Statement No. 100 – In June 2022, GASB issued Statement No. 100, *Accounting Changes and Error Corrections* – an amendment of GASB Statement No. 62. The primary objective of this statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. This statement is effective for periods beginning after June 15, 2023. The District has fully implemented this Statement as of June 30, 2024.

GASB Statement No. 101 – In June 2022, GASB issued Statement No. 101, *Compensated Absences*. The objective of this statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. This statement is effective for periods beginning after December 15, 2023. The District has not yet determined the impact on the financial statements.

GASB Statement No. 102 – In December 2023, GASB issued Statement No. 102, *Certain Risk Disclosures.* This Statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. This statement is effective for periods beginning after June 15, 2024. The District has not yet determined the impact on the financial statements.

GASB Statement No. 103 – In April 2024, GASB issued Statement No. 103, *Financial Reporting Model Improvements*. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues. The statement is effective for periods beginning after June 15, 2025. The District has not yet determined the impact on the financial statements.

NOTE 2 – CASH AND INVESTMENTS

A. Summary of Cash and Investments

	Governmental Funds	Internal Service Fund	Governmental Activities	Business-Type Activities
Investment in county treasury	$ 83,691,141	$ 1,058,684	$ 84,749,825	$ 90,115
Fair value adjustment	(2,844,585)	(40,550)	(2,885,135)	(3,475)
Cash on hand and in banks	345,701	-	345,701	-
Cash in revolving fund	20,788	-	20,788	-
Common stock	-	-	-	21,704
Total	$ 81,213,045	$ 1,018,134	$ 82,231,179	$ 108,344

B. Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the state; U.S. Treasury instruments; registered state warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; collateralized mortgage obligations; and the County Investment Pool.

Investment in County Treasury – The District maintains substantially all of its cash in the County Treasury in accordance with *Education Code Section* 41001. The Los Angeles County Treasurer's pooled investments are managed by the County Treasurer who reports on a monthly basis to the board of supervisors. In addition, the function of the County Treasury Oversight Committee is to review and monitor the County's investment policy. The committee membership includes the Treasurer and Tax Collector, the Auditor-Controller, Chief Administrative Officer, Superintendent of Schools Representative, and a public member. The fair value of the District's investment in the pool is based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

NOTE 2 – CASH AND INVESTMENTS (continued)

C. General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website. The table below identifies the investment types permitted by California Government Code.

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U. S. Treasury Obligations	5 years	None	None
U. S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District's investment policy limits investment purchases to investments with a term not to exceed three years. Investments purchased with maturity terms greater than three years require approval from the Board of Education. Investments purchased with maturity terms greater than one year require written approval by the Superintendent prior to commitment. The District manages its exposure to interest rate risk by investing in the County Treasury. The District maintains a pooled investment with the County Treasury with a fair value of approximately $81,951,330. The average weighted maturity for this pool is 668 days.

E. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investments in the County Treasury are not required to be rated. As of June 30, 2024, the pooled investments in the County Treasury were not rated.

NOTE 2 – CASH AND INVESTMENTS (continued)

F. Concentration of Credit Risk

The District does not place limits on the amount it may invest in any one issuer. At June 30, 2024, the District had the following investments that represent more than five percent of the District's net investment, outside of the County treasury.

Common Stock	
Microsoft Corp.	33.17%
Automatic Data Processing, Inc.	30.25%
Honeywell International, Inc.	17.27%
CSX Corp.	14.29%
All others	5.02%

G. Custodial Credit Risk – Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a policy for custodial credit risk for deposits. However, the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agencies. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits. As of June 30, 2024, the District's bank balance of $37,215 was exposed to custodial credit risk.

H. Fair Value

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, either directly or indirectly.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

NOTE 2 – CASH AND INVESTMENTS (continued)

H. Fair Value (continued)

Uncategorized - Investments in the Los Angeles County Treasury Investment Pool are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at $1.00 net asset value per share.

The District's fair value measurements at June 30, 2024 were as follows:

	Quoted Prices Level 1	Uncategorized	Total
Investment in county treasury	$ -	$ 81,951,330	$ 81,951,330
Common stock	21,704	-	21,704
Total	$ 21,704	$ 81,951,330	$ 81,973,034

NOTE 3 – ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2024 consisted of the following:

	General Fund	Building Fund	Non-Major Governmental Funds	Internal Service Fund	Governmental Activities	Business-Type Activities
Federal Government						
Categorical aid	$ 4,862,303	$ -	$ 471,576	$ -	$ 5,333,879	$ -
State Government						
Categorical aid	671,860	-	1,160,673	-	1,832,533	-
Lottery	312,719	-	-	-	312,719	-
Local Government						
Other local sources	1,177,016	168,366	225,953	11,570	1,582,905	25,154
Total	$ 7,023,898	$ 168,366	$ 1,858,202	$ 11,570	$ 9,062,036	$ 25,154

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2024 was as follows:

	Balance July 01, 2023	Additions	Deletions	Balance June 30, 2024
Governmental Activities				
Capital assets not being depreciated				
Land	$ 606,055	$ -	$ -	$ 606,055
Construction in progress	1,215,289	4,594,206	-	5,809,495
Total capital assets not being depreciated	1,821,344	4,594,206	-	6,415,550
Capital assets being depreciated				
Land improvements	3,986,306	268,491	-	4,254,797
Buildings & improvements	101,323,430	3,643,388	-	104,966,818
Furniture & equipment	4,273,345	-	560,690	3,712,655
Total capital assets being depreciated	109,583,081	3,911,879	560,690	112,934,270
Less: Accumulated depreciation				
Land improvements	2,657,020	146,400	-	2,803,420
Buildings & improvements	49,104,307	4,214,385	-	53,318,692
Furniture & equipment	2,416,503	243,566	21,603	2,638,466
Total accumulated depreciation	54,177,830	4,604,351	21,603	58,760,578
Total capital assets being depreciated, net	55,405,251	(692,472)	539,087	54,173,692
Governmental Activities				
Capital Assets, net	$ 57,226,595	$ 3,901,734	$ 539,087	$ 60,589,242

NOTE 5 – INTERFUND TRANSACTIONS

Interfund transfers for the year ended June 30, 2024 consisted of the following:

	Interfund Transfers In	
Interfund Transfers Out	Non-Major Governmental Funds	Total
General Fund	$ 75,317	$ 75,317
Non-Major Governmental Funds	146,893	146,893
Total	$ 222,210	$ 222,210

The General Fund transferred to the Non-Major Debt Service Fund for debt service payments.	$ 75,317
The Non-Major Adult Education Fund transferred to the Non-Major Debt Service Fund for debt service payments.	146,893
Total	$ 222,210

NOTE 6 – ACCRUED LIABILITIES

Accrued liabilities at June 30, 2024 consisted of the following:

	General Fund	Building Fund	Non-Major Governmental Funds	District-Wide	Governmental Activities	Business-Type Activities
Payroll	$ 5,585,398	$ -	$ 204,635	$ -	$ 5,790,033	$ 8,203
Construction	-	2,199,485	105,171	-	2,304,656	-
Vendors payable	5,783,692	-	87,974	-	5,871,666	-
Unmatured interest	-	-	-	723,014	723,014	-
Due to grantor government	2,068,715	-	-	-	2,068,715	-
Total	$ 13,437,805	$ 2,199,485	$ 397,780	$ 723,014	$ 16,758,084	$ 8,203

NOTE 7 – UNEARNED REVENUE

Unearned revenue at June 30, 2024 consisted of the following:

	General Fund	Non-Major Governmental Funds	Governmental Activities
Federal sources	$ 1,326,930	$ 8,491	$ 1,335,421
State categorical sources	486,650	996,161	1,482,811
Total	$ 1,813,580	$ 1,004,652	$ 2,818,232

NOTE 8 – LONG-TERM LIABILITIES

A schedule of changes in long-term liabilities for the year ended June 30, 2024 consisted of the following:

	Balance July 01, 2023	Additions	Deductions	Balance June 30, 2024	Balance Due In One Year
Governmental Activities					
General obligation bonds	$ 61,612,517	$ -	$ 2,816,445	$ 58,796,072	$ 5,178,516
Unamortized premium	3,797,431	-	439,731	3,357,700	379,468
Accreted interest	34,890,161	3,226,567	2,523,555	35,593,173	2,706,484
Total general obligation bonds	100,300,109	3,226,567	5,779,731	97,746,945	8,264,468
Direct placement certificates of participation	425,000	-	210,000	215,000	215,000
Compensated absences	1,206,272	155,678	-	1,361,950	-
Net pension liability	59,425,953	4,273,396	-	63,699,349	-
Total	$ 161,357,334	$ 7,655,641	$ 5,989,731	$ 163,023,244	$ 8,479,468

- Payments for general obligation bonds are made in the Bond Interest and Redemption Fund.
- Payments on certificates of participation are made in the Debt Service Fund.
- Payments for compensated absences are typically liquidated in the General Fund and the Non-Major Governmental Funds.

A. General Obligation Bonds

Election of 1997
On June 3, 1997, the voters of the District approved a measure by more than a two-thirds affirmative vote authorizing the District to issue up to $34 million of general obligation bonds. The bonds were issued for the purpose of raising money to be used for the construction of new school facilities and the repair of existing school facilities.

Election of 2006
On June 6, 2006, the voters of the District approved a measure by more than a fifty-five percent affirmative vote authorizing the District to issue up to $45 million of general obligation bonds. The bonds were issued to finance the renovation and modernization of school facilities.

Prior Year's Defeasance of Debt
In prior years, the District defeased certain general obligation bonds by placing the proceeds of new refunding bonds in an irrevocable trust to provide for all future debt service payments on old bonds. Accordingly, the trust account assets and the liability of the defeased bonds are not included in the District's financial statement. At June 30, 2024, none of the defeased debt remains outstanding.

The difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflow of resources and recognized as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the lie of the new debt, whichever is shorter. At June 30, 2024, deferred amounts on refunding were $827,812.

Election of 2022
On November 8, 2022, the voters of the District approved a measure by more than a fifty-five percent affirmative vote authorizing the District to issue up to $75 million of general obligation bonds. The bonds were issued to finance the acquisition, construction, furnishing and equipping of District facilities.

NOTE 8 – LONG-TERM LIABILITIES (continued)

A. General Obligation Bonds (continued)

A summary of all bonds outstanding at June 30, 2024 follows:

Series	Issue Date	Maturity Date	Interest Rate	Original Issue	Bonds Outstanding July 01, 2023	Additions	Deductions	Bonds Outstanding June 30, 2024
Election 1997, Series B	January 11, 2001	August 1, 2033	5.62% - 6.20%	$ 9,999,602	$ 34,878,034	$ 1,929,796	$ 3,375,000	$ 33,432,830
Election 2006, Series B	June 11, 2009	August 1, 2033	3.00% - 6.62%	17,991,665	8,154,544	633,787	-	8,788,331
Election 2006, Series C	December 21, 2010	August 1, 2036	2.50% - 7.50%	3,981,250	7,890,100	662,984	-	8,553,084
Election 2006, Series C-1	December 21, 2010	August 1, 2037	7.25% - 7.50%	8,025,000	7,845,000	-	240,000	7,605,000
2015 Refunding	June 19, 2015	August 1, 2031	2.00% - 5.00%	24,530,000	18,985,000	-	1,725,000	17,260,000
Election 2022, 2023 Series A	June 7, 2023	August 1, 2048	4.00% - 5.00%	18,750,000	18,750,000	-	-	18,750,000
					$ 96,502,678	$ 3,226,567	$ 5,340,000	$ 94,389,245

The annual requirements to amortize general obligation bonds are as follows:

Year Ended June 30,	Principal	Interest	Total
2025	$ 5,178,516	$ 4,889,228	$ 10,067,744
2026	5,425,090	4,728,197	10,153,287
2027	5,383,722	4,686,697	10,070,419
2028	4,461,112	4,686,688	9,147,800
2029	4,844,027	4,718,110	9,562,137
2030 - 2034	14,981,013	41,001,502	55,982,515
2035 - 2039	10,897,592	18,367,209	29,264,801
2040 - 2044	3,405,000	1,252,875	4,657,875
2045 - 2049	4,220,000	435,000	4,655,000
Accretion	35,593,173	(35,593,173)	-
Total	$ 94,389,245	$ 49,172,333	$ 143,561,578

B. Certificates of Participation

On March 1, 1998, the Monrovia Unified School District Financing Corporation issued certificates of participation in the amount of $3,200,000 to provide funds for the costs of acquiring certain real property and improvements for use as a continuation education and adult education center. The certificates consist of: (a) certificates of $1,000,000 having stated interest rates ranging from 3.85% to 4.95% and fully maturing on April 1, 2012; and (b) term certificates with a stated interest rate of 5.30% and fully maturing on April 1, 2026.

In November 2011, through a private placement refunding, the District refinanced the 1998 certificates through the issuance of the 2011 Refunding Certificates of Participation. The 2011 certificates were issued with an interest rate of 3.30% and mature on April 1, 2025. The principal balance outstanding on the 2011 certificates and annual amortization requirements were as follows:

Year Ended June 30,	Principal	Interest	Total
2025	$ 215,000	$ 5,280	$ 220,280
Total	$ 215,000	$ 5,280	$ 220,280

NOTE 8 – LONG-TERM LIABILITIES (continued)

C. Compensated Absences

Total unpaid employee compensated absences as of June 30, 2024 amounted to $1,361,950. This amount is included as part of long-term liabilities in the government-wide financial statements.

D. Net Pension Liability

The District's beginning net pension liability was $59,425,953 and increased by $4,273,396 during the year ended June 30, 2024. The ending net pension liability at June 30, 2024 was $63,699,349. See Note 10 for additional information regarding the net pension liability.

NOTE 9 – FUND BALANCES

Fund balances were composed of the following elements at June 30, 2024:

	General Fund	Building Fund	Bond Interest and Redemption Fund	Non-Major Governmental Funds	Total Governmental Funds
Non-spendable					
Revolving cash	$ 20,000	$ -	$ -	$ 788	$ 20,788
Stores inventory	164,157	-	-	79,262	243,419
Total non-spendable	184,157	-	-	80,050	264,207
Restricted					
Educational programs	14,623,616	-	-	1,417,447	16,041,063
Food service	-	-	-	4,533,610	4,533,610
Associated student body	-	-	-	287,994	287,994
Capital projects	-	10,955,765	-	10,254,132	21,209,897
Debt service	-	-	10,395,408	8,511	10,403,919
Total restricted	14,623,616	10,955,765	10,395,408	16,501,694	52,476,483
Committed					
Adult education	-	-	-	951,474	951,474
Deferred maintenance	-	-	-	908,675	908,675
Other commitments	14,627,163	-	-	-	14,627,163
Total committed	14,627,163	-	-	1,860,149	16,487,312
Unassigned	2,668,414	-	-	-	2,668,414
Total	$ 32,103,350	$ 10,955,765	$ 10,395,408	$ 18,441,893	$ 71,896,416

The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The District's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, equal to no less than three percent of General Fund expenditures and other financing uses.

NOTE 10 – PENSION PLANS

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and classified employees are members of the California Public Employees' Retirement System (CalPERS). The District reported its proportionate share of the net pension liabilities, pension expense, deferred outflow of resources, and deferred inflow of resources for each of the above plans as follows:

	Net pension liability	Deferred outflows related to pensions	Deferred inflows related to pensions	Pension expense
CalSTRS Pension	$ 39,216,315	$ 14,394,033	$ 3,442,186	$ 6,154,530
CalPERS Pension	24,483,034	7,947,384	1,692,492	2,830,865
Total	$ 63,699,349	$ 22,341,417	$ 5,134,678	$ 8,985,395

A. California State Teachers' Retirement System (CalSTRS)

Plan Description

The District contributes to the California State Teachers' Retirement System (CalSTRS); a cost-sharing multiple employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7919 Folsom Blvd., Sacramento, CA 95826.

Benefits Provided

The CalSTRS defined benefit plan has two benefit formulas:

1. CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform service that could be creditable to CalSTRS. CalSTRS 2% at 60 members are eligible for normal retirement at age 60, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. Early retirement options are available at age 55 with five years of credited service or as early as age 50 with 30 years of credited service. The age factor for retirements after age 60 increases with each quarter year of age to 2.4 percent at age 63 or older. Members who have 30 years or more of credited service receive an additional increase of up to 0.2 percent to the age factor, known as the career factor. The maximum benefit with the career factor is 2.4 percent of final compensation.

2. CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform service that could be creditable to CalSTRS. CalSTRS 2% at 62 members are eligible for normal retirement at age 62, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. An early retirement option is available at age 55. The age factor for retirement after age 62 increases with each quarter year of age to 2.4 percent at age 65 or older.

Contributions

Active plan CalSTRS 2% at 60 and 2% at 62 members are required to contribute 10.25% and 10.205% of their salary for fiscal year 2024, respectively, and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by CalSTRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2024 was 19.10% of annual payroll. The contribution requirements of the plan members are established by state statute. Contributions to the plan from the District were $6,089,043 for the year ended June 30, 2024.

NOTE 10 – PENSION PLANS (continued)

A. California State Teachers' Retirement System (CalSTRS) (continued)

On-Behalf Payments

The District was the recipient of on-behalf payments made by the State of California to CalSTRS for K-12 education. These payments consist of state general fund contributions of approximately $3,005,421 to CalSTRS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2024, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

District's proportionate share of the net pension liability	$	39,216,315
State's proportionate share of the net pension liability associated with the District		18,789,979
Total	$	58,006,294

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2022 and rolling forward the total pension liability to June 30, 2023. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2023, the District's proportion was 0.051 percent, which was an increase of 0.003 percent from its proportion measured as of June 30, 2022.

For the year ended June 30, 2024, the District recognized pension expense of $6,154,530. In addition, the District recognized pension expense and revenue of $(272,866) for support provided by the State. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between projected and actual earnings on plan investments	$ -	$ 167,862
Differences between expected and actual experience	3,081,756	2,098,272
Changes in assumptions	227,077	-
Changes in proportion and differences between District contributions and proportionate share of contributions	4,996,157	1,176,052
District contributions subsequent to the measurement date	6,089,043	-
Total	$ 14,394,033	$ 3,442,186

NOTE 10 – PENSION PLANS (continued)

A. California State Teachers' Retirement System (CalSTRS) (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

The $6,089,043 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows of Resources	Deferred Inflows of Resources
2025	$ 1,645,324	$ 2,392,214
2026	1,562,074	2,909,022
2027	1,551,603	(2,531,527)
2028	1,475,907	549,412
2029	1,191,489	123,065
2030	878,593	-
Total	$ 8,304,990	$ 3,442,186

Actuarial Assumptions

The total pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2022, and rolling forward the total pension liability to June 30, 2023 using the following actuarial assumptions, applied to all periods included in the measurement:

Consumer Price Inflation	2.75%
Investment Rate of Return*	7.10%
Wage Inflation	3.50%

* Net of investment expenses, but gross of administrative expenses.

CalSTRS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are based on MP-2016 series tables adjusted to fit CalSTRS experience.

The actuarial assumptions used in the June 30, 2022 valuation were based on the results of an actuarial experience study for the period July 1, 2015 through June 30, 2018.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best-estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance–PCA) as an input to the process.

NOTE 10 – PENSION PLANS (continued)

A. California State Teachers' Retirement System (CalSTRS) (continued)

Actuarial Assumptions (continued)

The actuarial investment rate of return assumption was adopted by the board in January 2023 in conjunction with the most recent experience study. For each current and future valuation, CalSTRS' independent consulting actuary (Milliman) reviews the return assumption for reasonableness based on the most current capital market assumptions. Best estimates of expected 20-year geometrically linked real rates of return and the assumed asset allocation for each major asset class as of June 30, 2021, are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return*
Public Equity	38%	5.25%
Real Estate	15%	4.05%
Private Equity	14%	6.75%
Fixed Income	14%	2.45%
Risk Mitigating Strategies	10%	2.25%
Inflation Sensitive	7%	3.65%
Cash/Liquidity	2%	0.05%
	100%	

*Real return is net of assumed 2.75% inflation.

Discount Rate

The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increases per AB 1469. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments, and administrative expense occur midyear. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.10 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.10 percent) or 1-percentage-point higher (8.10 percent) than the current rate:

	1% Decrease (6.10%)	Current Discount Rate (7.10%)	1% Increase (8.10%)
District's proportionate share of the net pension liability	$ 65,782,239	$ 39,216,315	$ 17,150,219

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued CalSTRS financial report.

NOTE 10 – PENSION PLANS (continued)

B. California Public Employees' Retirement System (CalPERS)

Plan Description

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS); a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Laws. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95811.

Benefits Provided

The benefits for the defined benefit plan are based on members' years of service, age, final compensation, and benefit formula. Benefits are provided for disability, death, and survivors of eligible members or beneficiaries. Members become fully vested in their retirement benefits earned to date after five years of credited service.

Contributions

Active plan members who entered into the plan prior to January 1, 2013, are required to contribute 7.0% of their salary. The California Public Employees' Pension Reform Act (PEPRA) specifies that new members entering into the plan on or after January 1, 2013, shall pay the higher of fifty percent of normal costs or 8.0% of their salary. Additionally, for new members entering the plan on or after January 1, 2013, the employer is prohibited from paying any of the employee contribution to CalPERS unless the employer payment of the member's contribution is specified in an employment agreement or collective bargaining agreement that expires after January 1, 2013.

The District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2024 was 26.68% of annual payroll. Contributions to the plan from the District were $3,297,748 for the year ended June 30, 2024.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2024, the District reported a liability of $24,483,034 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2022 and rolling forward the total pension liability to June 30, 2023. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2023, the District's proportion was 0.068 percent, which was a decrease of 0.007 percent from its proportion measured as of June 30, 2022.

NOTE 10 – PENSION PLANS (continued)

B. California Public Employees' Retirement System (CalPERS) (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

For the year ended June 30, 2024, the District recognized pension expense of $2,830,865. At June 30, 2024, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between projected and actual earnings on plan investments	$ 2,615,138	$ -
Differences between expected and actual experience	893,455	376,023
Changes in assumptions	1,127,924	-
Changes in proportion and differences between District contributions and proportionate share of contributions	13,119	1,316,469
District contributions subsequent to the measurement date	3,297,748	-
Total	$ 7,947,384	$ 1,692,492

The $3,297,748 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30,	Deferred Outflows of Resources	Deferred Inflows of Resources
2025	$ 1,412,262	$ 658,265
2026	1,145,920	626,276
2027	2,010,068	407,951
2028	81,386	-
Total	$ 4,649,636	$ 1,692,492

NOTE 10 – PENSION PLANS (continued)

B. California Public Employees' Retirement System (CalPERS) (continued)

Actuarial Assumptions

The total pension liability was determined by applying update procedures to an actuarial valuation as of June 30, 2022, and rolling forward the total pension liability to June 30, 2023 using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.30%
Discount Rate	6.90%
Salary Increases	Varies by Entry Age and Service

CalPERS uses custom mortality tables to best fit the patterns of mortality among its members. These custom tables are derived using CalPERS' membership data for all funds. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 80% of scale MP 2020.

The actuarial assumptions used in the June 30, 2022, valuation were based on the results of an actuarial experience study for the period from 2000 through 2019.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, both short-term and long-term market return expectations as well as the expected pension fund cash flows were taken into account. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

NOTE 10 – PENSION PLANS (continued)

B. California Public Employees' Retirement System (CalPERS) (continued)

Actuarial Assumptions (continued)
The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These geometric rates of return are net of administrative expenses.

Asset Class	Assumed Asset Allocation	Real Return Years 1 – 10*
Global Equity – cap-weighted	30.0%	4.54%
Global Equity – non-cap-weighted	12.0%	3.84%
Private Equity	13.0%	7.28%
Treasury	5.0%	0.27%
Mortgage-backed securities	5.0%	0.50%
Investment grade corporates	10.0%	1.56%
High yield	5.0%	2.27%
Emerging market debt	5.0%	2.48%
Private debt	5.0%	3.57%
Real assets	15.0%	3.21%
Leverage	(5.0)%	(0.59)%
	100.0%	

*An expected inflation of 2.30% used for this period. Figures are based on the 2021-22 CalPERS Asset Liability Management Study

Discount Rate
The discount rate used to measure the total pension liability was 6.90 percent. A projection of the expected benefit payments and contributions was performed to determine if assets would run out. The test revealed the assets would not run out. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability for the Schools Pool. The results of the crossover testing for the Schools Pool are presented in a detailed report that can be obtained at CalPERS' website.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate
The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 6.90 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.90 percent) or 1-percentage-point higher (7.90 percent) than the current rate:

	1% Decrease (5.90%)	Current Discount Rate (6.90%)	1% Increase (7.90%)
District's proportionate share of the net pension liability	$ 35,396,138	$ 24,483,034	$ 15,463,601

Pension Plan Fiduciary Net Position
Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial report.

NOTE 11 – COMMITMENTS AND CONTINGENCIES

A. Grants

The District received financial assistance from federal and state agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the General Fund or other applicable funds. However, in the opinion of management, any such disallowed claims will not have a material adverse effect on the overall financial position of the District at June 30, 2024.

B. Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2024.

NOTE 12 – PARTICIPATION IN JOINT POWERS AUTHORITIES

The District participates in one joint ventures under joint powers authority (JPA), the Alliance of Schools for Cooperative Insurance Programs (ASCIP). The relationship between the District and the JPA is such that the JPA is not a component unit of the District for financial reporting purposes.

The JPA has budgeting and financial reporting requirements independent of member units, and their financial statements are not presented in these financial statements. However, fund transactions between the JPA and the District are included in these statements. The audited financial statements are generally available from the JPA.

NOTE 13 – RISK MANAGEMENT

Workers' Compensation

The District participated in ASCIP for workers' compensation. The intent of ASCIP is to achieve the benefit of a reduced premium for the District by virtue of its grouping and representation with other participants in ASCIP. The workers' compensation experience of the participating districts is calculated as one experience and a common premium rate is applied too all districts in ASCIP. Each participant pays its workers' compensation premium based on an actuarial study.

Property and Liability

The District participated in ASCIP for property and liability coverage. The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant reduction in the coverage from the prior year.

Employee Medical Benefits

The District contracted with Aetna Health Care, Kaiser Permanente, Delta Care, SafeGuard, and VSP to provide employee health benefits.

NOTE 14 – DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

A. Refunded Debt

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities,* the District recognized deferred outflows or inflows of resources in the District-wide financial statements. The deferred outflow of resources pertains to the difference in the carrying value of the refunded debt and its reacquisition price (deferred amount on refunding). Previous financial reporting standards require this to be presented as part of the District's long-term debt. This deferred outflow of resources is recognized as a component of interest expense in a systematic and rational manner over the remaining life of the old debt or the new debt, whichever is shorter. At June 30, 2024, the deferred amount on refunding was $827,812.

B. Pension Plans

Pursuant to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions,* the District recognized deferred outflows of resources related to pensions and deferred inflows of resources related to pensions in the District-wide financial statements. Further information regarding the deferred outflows of resources and deferred inflows of resources can be found at Note 10. At June 30, 2024, total deferred outflows related to pensions was $22,341,417 and total deferred inflows related to pensions was $5,134,678.

REQUIRED SUPPLEMENTARY INFORMATION

MONROVIA UNIFIED SCHOOL DISTRICT
GENERAL FUND – BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual*	Variances -
	Original	Final	(Budgetary Basis)	Final to Actual
REVENUES				
LCFF sources	$ 61,727,391	$ 63,136,022	$ 63,173,622	$ 37,600
Federal sources	7,757,172	7,412,878	5,112,410	(2,300,468)
Other state sources	10,157,991	10,321,228	9,945,853	(375,375)
Other local sources	6,110,557	9,133,943	10,571,170	1,437,227
Total Revenues	85,753,111	90,004,071	88,803,055	(1,201,016)
EXPENDITURES				
Certificated salaries	31,019,407	32,221,466	32,969,347	(747,881)
Classified salaries	12,056,571	11,836,771	11,833,665	3,106
Employee benefits	21,841,834	20,860,179	20,654,445	205,734
Books and supplies	7,475,840	6,838,894	4,432,806	2,406,088
Services and other operating expenditures	11,936,763	15,988,432	16,844,209	(855,777)
Capital outlay	69,400	869,581	546,349	323,232
Other outgo				
Excluding transfers of indirect costs	856,000	3,254,215	1,855,368	1,398,847
Transfers of indirect costs	(160,000)	(116,290)	(262,018)	145,728
Total Expenditures	85,095,815	91,753,248	88,874,171	2,879,077
Excess (Deficiency) of Revenues Over Expenditures	657,296	(1,749,177)	(71,116)	1,678,061
Other Financing Sources (Uses)				
Transfers out	(376,227)	(76,227)	(75,317)	910
Net Financing Sources (Uses)	(376,227)	(76,227)	(75,317)	910
NET CHANGE IN FUND BALANCE	281,069	(1,825,404)	(146,433)	1,678,971
Fund Balance - Beginning	24,575,758	32,249,783	32,249,783	-
Fund Balance - Ending	$ 24,856,827	$ 30,424,379	$ 32,103,350	$ 1,678,971

* The actual amounts reported on this schedule do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance for the following reasons:

- Revenues for Medi-Cal Billing Option are presented as federal revenues in this schedule, while these amounts have been reclassified as local revenues in the Statement of Revenues, Expenditures, and Changes in Fund Balance.

See accompanying notes to required supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - CALSTRS
FOR THE YEAR ENDED JUNE 30, 2024

	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
District's proportion of the net pension liability	0.051%	0.048%	0.051%	0.050%	0.052%	0.052%	0.054%	0.054%	0.056%	0.054%
District's proportionate share of the net pension liability	$ 39,216,315	$ 33,547,039	$ 23,150,849	$ 48,749,571	$ 46,684,110	$ 48,035,162	$ 50,248,289	$ 43,829,672	$ 37,398,482	$ 31,555,980
State's proportionate share of the net pension liability associated with the District	18,789,979	16,800,455	11,648,651	25,130,410	25,469,299	27,502,377	29,726,384	24,955,124	19,779,621	19,055,054
Total	$ 58,006,294	$ 50,347,494	$ 34,799,500	$ 73,879,981	$ 72,153,409	$ 75,537,539	$ 79,974,673	$ 68,784,796	$ 57,178,103	$ 50,611,034
District's covered payroll	$ 31,788,639	$ 28,728,280	$ 30,993,395	$ 27,545,210	$ 28,078,968	$ 28,381,483	$ 28,695,175	$ 27,411,007	$ 25,627,624	$ 24,951,867
District's proportionate share of the net pension liability as a percentage of its covered payroll	123.4%	116.8%	74.7%	177.0%	166.3%	169.2%	175.1%	159.9%	145.9%	126.5%
Plan fiduciary net position as a percentage of the total pension liability	80.6%	81.2%	87.2%	71.8%	72.6%	71.0%	69.5%	70.0%	74.0%	76.5%

The amounts presented for each fiscal year were determined as of the year-end that occurred one year prior.

See accompanying notes to required supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY - CALPERS
FOR THE YEAR ENDED JUNE 30, 2024

	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
District's proportion of the net pension liability	0.068%	0.075%	0.075%	0.075%	0.079%	0.079%	0.080%	0.052%	0.087%	0.085%
District's proportionate share of the net pension liability	$ 24,483,034	$ 25,878,914	$ 15,278,482	$ 23,088,154	$ 22,971,263	$ 21,084,235	$ 19,166,574	$ 16,735,504	$ 12,837,152	$ 9,694,979
District's covered payroll	$ 11,953,291	$ 11,556,146	$ 10,891,203	$ 10,910,354	$ 10,923,480	$ 10,644,447	$ 10,238,105	$ 10,155,449	$ 9,728,027	$ 9,093,515
District's proportionate share of the net pension liability as a percentage of its covered payroll	204.8%	223.9%	140.3%	211.6%	210.3%	198.1%	187.2%	164.8%	132.0%	106.6%
Plan fiduciary net position as a percentage of the total pension liability	70.0%	69.8%	81.0%	70.0%	70.0%	70.8%	71.9%	73.9%	79.4%	83.4%

The amounts presented for each fiscal year were determined as of the year-end that occurred one year prior.

See accompanying notes to required supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
SCHEDULE OF DISTRICT CONTRIBUTIONS - CALSTRS
FOR THE YEAR ENDED JUNE 30, 2024

	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution	$ 6,089,043	$ 6,071,630	$ 4,860,825	$ 6,620,433	$ 4,710,231	$ 4,571,256	$ 4,095,448	$ 3,609,853	$ 2,941,201	$ 2,275,733
Contributions in relation to the contractually required contribution*	(6,089,043)	(6,071,630)	(4,860,825)	(6,620,433)	(4,710,231)	(4,571,256)	(4,095,448)	(3,609,853)	(2,941,201)	(2,275,733)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
District's covered payroll	$ 31,879,806	$ 31,788,639	$ 28,728,280	$ 30,993,395	$ 27,545,210	$ 28,078,968	$ 28,381,483	$ 28,695,175	$ 27,411,007	$ 25,627,624
Contributions as a percentage of covered payroll	19.10%	19.10%	16.92%	21.36%	17.10%	16.28%	14.43%	12.58%	10.73%	8.88%

*Amounts do not include on-behalf contributions

See accompanying notes to required supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
SCHEDULE OF DISTRICT CONTRIBUTIONS - CALPERS
FOR THE YEAR ENDED JUNE 30, 2024

	June 30, 2024	June 30, 2023	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution	$ 3,297,748	$ 3,032,550	$ 2,647,513	$ 2,254,479	$ 2,151,631	$ 1,972,999	$ 1,653,189	$ 1,421,868	$ 1,203,116	$ 1,145,086
Contributions in relation to the contractually required contribution*	(3,297,748)	(3,032,550)	(2,647,513)	(2,254,479)	(2,151,631)	(1,972,999)	(1,653,189)	(1,421,868)	(1,203,116)	(1,145,086)
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
District's covered payroll	$ 12,360,375	$ 11,953,291	$ 11,556,146	$ 10,891,203	$ 10,910,354	$ 10,923,480	$ 10,644,447	$ 10,238,105	$ 10,155,449	$ 9,728,027
Contributions as a percentage of covered payroll	26.68%	25.37%	22.91%	20.70%	19.72%	18.06%	15.53%	13.89%	11.85%	11.77%

*Amounts do not include on-behalf contributions

See accompanying notes to required supplementary information.

NOTE 1 – PURPOSE OF SCHEDULES

Budgetary Comparison Schedule

This schedule is required by GASB Statement No. 34 as required supplementary information (RSI) for the General Fund and for each major special revenue fund that has a legally adopted annual budget. The budgetary comparison schedule presents both (a) the original and (b) the final appropriated budgets for the reporting period as well as (c) actual inflows, outflows, and balances, stated on the District's budgetary basis. A separate column to report the variance between the final budget and actual amounts is also presented, although not required.

Schedule of the District's Proportionate Share of the Net Pension Liability

This 10-year schedule is required by GASB Statement No. 68 for each cost-sharing pension plan. Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 68 was applicable. The schedule presents the District's proportion (percentage) of the collective net pension liability, the District's proportionate share (amount) of the collective net pension liability, the District's covered payroll, the District's proportionate share (amount) of the collective net pension liability as a percentage of the employer's covered payroll, and the pension plan's fiduciary net position as a percentage of the total pension liability.

Changes in Benefit Terms

There were no changes in benefit terms since the previous valuations for CalSTRS or CalPERS.

Changes in Assumptions

There were no changes in economic assumptions since the previous valuations for CalSTRS or CalPERS.

Schedule of District Contributions

This 10-year schedule is required by GASB Statement No. 68 for each cost-sharing pension plan. Until a full 10-year trend is compiled, the schedule will only show those years under which GASB Statement No. 68 was applicable. The schedule presents the District's statutorily or contractually required employer contribution, the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution, the difference between the statutorily or contractually required employer contribution and the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution, the District's covered payroll, and the amount of contributions recognized by the pension plan in relation to the statutorily or contractually required employer contribution as a percentage of the District's covered payroll.

NOTE 2 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS

For the year ended June 30, 2024, the District incurred an excess of expenditures over appropriations in individual major funds presented in the Budgetary Comparison Schedule by major object code as follows:

	Expenditures and Other Uses		
	Budget	Actual	Excess
General Fund			
Certificated salaries	$ 32,221,466	$ 32,969,347	$ 747,881
Services and other operating expenditures	$ 15,988,432	$ 16,844,209	$ 855,777

SUPPLEMENTARY INFORMATION

MONROVIA UNIFIED SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024

Federal Grantor/Pass-Through Grantor/Program or Cluster	AL Number	Pass-Through Entity Identifying Number	Federal Expenditures
U. S. DEPARTMENT OF EDUCATION:			
Passed through California Department of Education:			
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14329	$ 1,008,408
Adult Education			
Adult Education: Adult Basic Education & ESL	84.002A	14508	90,450
Adult Education: Adult Secondary Education	84.002	13978	62,897
Adult Education: English Literacy and Civics Education	84.002A	14109	85,614
Subtotal Adult Education			238,961
Title II, Part A, Supporting Effective Instruction Local Grants	84.367	14341	113,387
Title III, English Learner Student Program	84.365	14346	69,787
Title IV, Part A, Student Support and Academic Enrichment Grants	84.424	15396	26,756
Department of Rehabilitation: Workability II, Transitions Partnership Program	84.126	10006	164,996
Special Education Cluster			
IDEA Basic Local Assistance Entitlement, Part B, Sec 611	84.027	13379	1,084,841
IDEA Mental Health Average Daily Attendance (ADA) Allocation, Part B, Sec 611	84.027A	15197	50,869
IDEA Preschool Grants, Part B, Section 619 (Age 3-4-5)	84.173	13430	22,299
IDEA Preschool Staff Development, Part B, Sec 619	84.173A	13431	252
Subtotal Special Education Cluster			1,158,261
Strengthening Career and Technical Education for the 21st Century (Perkins V)	84.048	14894	8,884
COVID-19 Emergency Acts Funding/Education Stabilization Fund Discretionary Grants:			
Elementary and Secondary School Emergency Relief III (ESSER III) Fund	84.425	15559	2,017,722
Expanded Learning Opportunities (ELO) Grant: ESSER III State Reserve, Emergency Needs	84.425	15620	141,946
Expanded Learning Opportunities (ELO) Grant: ESSER III State Reserve, Learning Loss	84.425	15621	185,170
American Rescue Plan - Homeless Children and Youth II (ARP HYC II) Program	84.425	15566	26,673
Subtotal Education Stabilization Fund Discretionary Grants			2,371,511
Total U. S. Department of Education			5,160,951
U. S. DEPARTMENT OF AGRICULTURE:			
Passed through California Department of Education:			
Child Nutrition Cluster			
School Breakfast Program - Basic	10.553	13525	7,036
School Breakfast Program - Needy	10.553	13526	439,737
National School Lunch Program	10.555	13391	1,291,843
USDA Commodities	10.555	*	181,472
Summer Food Service Program for Children	10.559	13004	71,879
Local Food for Schools	10.555	15708	30,306
Subtotal Child Nutrition Cluster			2,022,273
Passed through California Department of Social Services:			
Child and Adult Care Food Program (CACFP)			
CACFP Claims - Centers and Family Day Care	10.558	13393	618,284
Total U. S. Department of Agriculture			2,640,557
Total Federal Expenditures			$ 7,801,508

* - Pass-Through Entity Identifying Number not available or not applicable

See accompanying notes to supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA)
FOR THE YEAR ENDED JUNE 30, 2024

	Second Period Report	Annual Report
SCHOOL DISTRICT		
TK/K through Third		
Regular ADA	1,488.46	1,490.73
Extended Year Special Education	4.29	4.29
Total TK/K through Third	1,492.75	1,495.02
Fourth through Sixth		
Regular ADA	1,061.06	1,058.72
Extended Year Special Education	2.26	2.26
Special Education - Nonpublic Schools	1.26	1.50
Extended Year Special Education - Nonpublic Schools	0.10	0.10
Total Fourth through Sixth	1,064.68	1,062.58
Seventh through Eighth		
Regular ADA	621.32	619.97
Extended Year Special Education	1.05	1.05
Special Education - Nonpublic Schools	3.73	2.75
Extended Year Special Education - Nonpublic Schools	0.18	0.17
Total Seventh through Eighth	626.28	623.94
Ninth through Twelfth		
Regular ADA	1,427.65	1,424.28
Extended Year Special Education	2.10	2.10
Special Education - Nonpublic Schools	6.91	9.60
Extended Year Special Education - Nonpublic Schools	0.45	0.47
Total Ninth through Twelfth	1,437.11	1,436.45
TOTAL SCHOOL DISTRICT	4,620.82	4,617.99

See accompanying notes to supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
SCHEDULE OF INSTRUCTIONAL TIME
FOR THE YEAR ENDED JUNE 30, 2024

Grade Level	Minutes Requirement	2023-24 Actual Minutes	Number of Days	Status
Kindergarten	36,000	50,700	180	Complied
Grade 1	50,400	51,540	180	Complied
Grade 2	50,400	51,540	180	Complied
Grade 3	50,400	51,540	180	Complied
Grade 4	54,000	56,370	180	Complied
Grade 5	54,000	56,370	180	Complied
Grade 6	54,000	60,642	180	Complied
Grade 7	54,000	60,642	180	Complied
Grade 8	54,000	60,642	180	Complied
Grade 9	64,800	65,586	180	Complied
Grade 10	64,800	65,586	180	Complied
Grade 11	64,800	65,586	180	Complied
Grade 12	64,800	65,586	180	Complied

See accompanying notes to supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2024

	2025 (Budget)	2024	2023	2022
General Fund - Budgetary Basis**				
Revenues And Other Financing Sources	$ 84,526,415	$ 88,803,055	$ 95,811,130	$ 77,789,591
Expenditures And Other Financing Uses	92,739,632	88,949,488	82,620,982	75,566,059
Net change in Fund Balance	$ (8,213,217)	$ (146,433)	$ 13,190,148	$ 2,223,532
Ending Fund Balance	$ 23,890,133	$ 32,103,350	$ 31,429,613	$ 16,443,853
Available Reserves*	$ 2,782,189	$ 2,668,414	$ 2,598,563	$ 5,490,873
Available Reserves As A Percentage Of Outgo	3.00%	3.00%	3.15%	7.27%
Long-term Liabilities	$ 154,543,776	$ 163,023,244	$ 161,357,334	$ 122,273,164
Average Daily Attendance At P-2	4,521	4,621	4,609	4,688

The General Fund ending fund balance has increased by $15,659,497 over the past two years. However, the fiscal year 2024-25 budget projects a decrease of $8,213,217. For a District this size, the State recommends available reserves of at least 3% of General Fund expenditures, transfers out, and other uses (total outgo).

The District has incurred operating surpluses in two of the past three years but anticipates incurring an operating deficit during the 2024-25 fiscal year. Total long-term obligations have increased by $40,750,080 over the past two years.

Average daily attendance has decreased by 67 ADA over the past two years. An additional decrease of 100 ADA is anticipated during the 2024-25 fiscal year.

*Available reserves consist of all unassigned fund balance within the General Fund.

**The actual amounts reported in this schedule are for the General Fund only, and do not agree with the amounts reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances because the amounts on that schedule include prior audit adjustments.

See accompanying notes to supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024

There were no differences between the annual financial and budget report and the audited financial statements for the year ended June 30, 2024.

See accompanying notes to supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
COMBINING BALANCE SHEET
JUNE 30, 2024

	Student Activity Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Debt Service Fund	Non-Major Governmental Funds
ASSETS									
Cash and investments	$ 335,146	$ 598,978	$ 1,864,579	$ 3,971,034	$ 898,385	$ 5,040,275	$ 5,189,953	$ 8,511	$ 17,906,861
Accounts receivable	-	549,829	539,279	629,729	10,290	69,771	59,304	-	1,858,202
Stores inventory	-	-	-	79,262	-	-	-	-	79,262
Total Assets	$ 335,146	$ 1,148,807	$ 2,403,858	$ 4,680,025	$ 908,675	$ 5,110,046	$ 5,249,257	$ 8,511	$ 19,844,325
LIABILITIES									
Accrued liabilities	$ 47,152	$ 147,400	$ 40,183	$ 57,874	$ -	$ 4,281	$ 100,890	$ -	$ 397,780
Unearned revenue	-	-	996,161	8,491	-	-	-	-	1,004,652
Total Liabilities	47,152	147,400	1,036,344	66,365	-	4,281	100,890	-	1,402,432
FUND BALANCES									
Non-spendable	-	-	-	80,050	-	-	-	-	80,050
Restricted	287,994	49,933	1,367,514	4,533,610	-	5,105,765	5,148,367	8,511	16,501,694
Committed	-	951,474	-	-	908,675	-	-	-	1,860,149
Total Fund Balances	287,994	1,001,407	1,367,514	4,613,660	908,675	5,105,765	5,148,367	8,511	18,441,893
Total Liabilities and Fund Balances	$ 335,146	$ 1,148,807	$ 2,403,858	$ 4,680,025	$ 908,675	$ 5,110,046	$ 5,249,257	$ 8,511	$ 19,844,325

See accompanying notes to supplementary information.

MONROVIA UNIFIED SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2024

	Student Activity Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	Special Reserve Fund for Capital Outlay Projects	Debt Service Fund	Non-Major Governmental Funds
REVENUES									
Federal sources	$ -	$ 238,961	$ -	$ 2,640,557	$ -	$ -	$ -	$ -	$ 2,879,518
Other state sources	-	2,092,794	1,661,060	1,831,055	-	-	-	-	5,584,909
Other local sources	839,825	316,457	265,013	222,317	40,222	623,744	296,822	8,511	2,612,911
Total Revenues	839,825	2,648,212	1,926,073	4,693,929	40,222	623,744	296,822	8,511	11,077,338
EXPENDITURES									
Current									
Instruction	-	1,082,158	731,588	-	-	-	-	-	1,813,746
Instruction-related services									
Instructional supervision and administration	-	748,869	-	-	-	-	-	-	748,869
School site administration	-	186,656	345,591	-	-	-	-	-	532,247
Pupil services									
Food services	-	-	-	3,545,947	-	-	-	-	3,545,947
All other pupil services	-	208,315	-	-	-	-	-	-	208,315
General administration									
All other general administration	-	97,131	70,188	94,699	-	-	-	-	262,018
Plant services	-	115,838	108,539	6,388	162,057	-	21,181	-	414,003
Facilities acquisition and construction	-	-	-	-	-	4,281	658,542	-	662,823
Ancillary services	831,715	-	-	-	-	-	-	-	831,715
Debt service									
Principal	-	-	-	-	-	-	-	210,000	210,000
Interest and other	-	-	-	-	-	-	-	12,210	12,210
Total Expenditures	831,715	2,438,967	1,255,906	3,647,034	162,057	4,281	679,723	222,210	9,241,893
Excess (Deficiency) of Revenues Over Expenditures	8,110	209,245	670,167	1,046,895	(121,835)	619,463	(382,901)	(213,699)	1,835,445
Other Financing Sources (Uses)									
Transfers in	-	-	-	-	-	-	-	222,210	222,210
Transfers out	-	(146,893)	-	-	-	-	-	-	(146,893)
Net Financing Sources (Uses)	-	(146,893)	-	-	-	-	-	222,210	75,317
NET CHANGE IN FUND BALANCE	8,110	62,352	670,167	1,046,895	(121,835)	619,463	(382,901)	8,511	1,910,762
Fund Balance - Beginning	279,884	939,055	697,347	3,566,765	1,030,510	4,486,302	5,531,268	-	16,531,131
Fund Balance - Ending	$ 287,994	$ 1,001,407	$ 1,367,514	$ 4,613,660	$ 908,675	$ 5,105,765	$ 5,148,367	$ 8,511	$ 18,441,893

See accompanying notes to supplementary information.

NOTE 1 – PURPOSE OF SCHEDULES

Schedule of Expenditures of Federal Awards

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

The following schedule provides reconciliation between revenues reported on the Statement of Revenue, Expenditures, and Changes in Fund Balance, and the related expenditures reported on the Schedule of Expenditures of Federal Awards. The reconciling amounts represent Federal funds that have been recorded as revenues in a prior year that have been expended by June 30, 2024 or Federal funds that have been recorded as revenues in the current year and were not expended by June 30, 2024.

	AL Number	Amount
Total Federal Revenues reported in the Statement of Revenues, Expenditures, and Changes in Fund Balance		$ 7,993,327
Build America Bonds	*	(191,819)
Total Expenditures reported in the Schedule of Expenditures of Federal Awards		$ 7,801,508

* - AL Number not available

The District has not elected to use the 10 percent de minimis indirect cost rate.

Schedule of Average Daily Attendance (ADA)

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

Schedule of Instructional Time

This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the article 8 (commencing with section 46200) of chapter 2 of part 26 of the *Education Code*.

Schedule of Financial Trends and Analysis

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Annual Financial and Budget Report Unaudited Actuals to the audited financial statements.

Combining Statements – Non-Major Funds

These statements provide information on the District's non-major funds.

OTHER INFORMATION

MONROVIA UNIFIED SCHOOL DISTRICT
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
JUNE 30, 2024

The Monrovia Unified School District was established on July 1, 1961 and is comprised of an area of approximately 13 square miles located in East Central Los Angeles County. There were no changes in the boundaries of the District during the current year. The District is operating five elementary schools, two middle schools, one high school, and one independent study school. The District also operates facilities for pre-school children, a child development center, and an adult education center.

GOVERNING BOARD

Member	Office	Term Expires
Jennifer Anderson	President	November 2024
Rob Hammond	Vice President	November 2024
Maritza Travanti	Clerk	November 2026
Selene Lockerbie	Member	November 2026
Traci Gholar	Member	November 2024

DISTRICT ADMINISTRATORS

Flint Fertig
Interim Superintendent

Gregoire Francois
Deputy Superintendent

Greg Puccia
Asst. Superintendent, Human Resources

Vacant
Asst. Superintendent, Business Services

OTHER INDEPENDENT AUDITORS' REPORTS

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Independent Auditors' Report

Governing Board
Monrovia Unified School District
Monrovia, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Monrovia Unified School District, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Monrovia Unified School District's basic financial statements, and have issued our report thereon dated April 8, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Monrovia Unified School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Monrovia Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Monrovia Unified School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as Finding #2024-001 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Monrovia Unified School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Monrovia Unified School District's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on Monrovia Unified School District's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. Monrovia Unified School District's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Christy White, Inc

San Diego, California
April 8, 2025

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Independent Auditors' Report

Governing Board
Monrovia Unified School District
Monrovia, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Monrovia Unified School District's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Monrovia Unified School District's major federal programs for the year ended June 30, 2024. Monrovia Unified School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Monrovia Unified School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations (CFR)* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Monrovia Unified School District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on compliance for each major federal program. Our audit does not provide a legal determination of Monrovia Unified School District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of the laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Monrovia Unified School District's federal programs.

Auditor's Responsibilities for the Audit for Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Monrovia Unified School District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user of the report on compliance about Monrovia Unified School District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards,* and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Monrovia Unified School District's compliance with compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Monrovia Unified School District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Monrovia Unified School District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Report on Internal Control Over Compliance (continued)

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

San Diego, California
April 8, 2025

REPORT ON STATE COMPLIANCE AND ON INTERNAL CONTROL OVER COMPLIANCE FOR STATE PROGRAMS

Independent Auditors' Report

Governing Board
Monrovia Unified School District
Monrovia, California

Report on State Compliance

Opinion on State Compliance

We have audited Monrovia Unified School District's compliance with the requirements specified in the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* applicable to Monrovia Unified School District's state program requirements as identified in the table in the Auditor's Responsibilities for the Audit of State Compliance section of our report for the year ended June 30, 2024.

In our opinion, Monrovia Unified School District complied, in all material respects, with the laws and regulations of the applicable laws and regulations of the applicable state programs for the year ended June 30, 2024.

Basis for Opinion on State Compliance

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (the K-12 Audit Guide). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of State Compliance section of our report.

We are required to be independent of Monrovia Unified School District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of Monrovia Unified School District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of the laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Monrovia Unified School District's state programs.

Auditor's Responsibilities for the Audit of State Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the state compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Monrovia Unified School District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the K-12 Audit Guide will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Monrovia Unified School District's compliance with the requirements of the applicable state programs as a whole.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards,* and the K-12 Audit Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Monrovia Unified School District's compliance with compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances;
- Obtain an understanding of Monrovia Unified School District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the K-12 Audit Guide, but not for the purpose of expressing an opinion on the effectiveness of Monrovia Unified School District's internal control over compliance. Accordingly, we express no such opinion; and
- Select and test transactions and records to determine Monrovia Unified School District's compliance with the state laws and regulations applicable to the following items:

PROGRAM NAME	PROCEDURES PERFORMED
Local Education Agencies Other Than Charter Schools	
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	Yes
Continuation Education	No
Instructional Time	Yes
Instructional Materials	Yes
Ratio of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	Not Applicable
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Not Applicable
K-3 Grade Span Adjustment	Yes
Apprenticeship: Related and Supplemental Instruction	Not Applicable
Comprehensive School Safety Plan	Yes
District of Choice	Not Applicable
Home to School Transportation Reimbursement	Yes

Auditor's Responsibilities for the Audit of State Compliance (continued)

PROGRAM NAME	PROCEDURES PERFORMED
School Districts, County Offices of Education, and Charter Schools	
Proposition 28 Arts and Music in Schools	Yes
After/Before School Education and Safety Program	Yes
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not Applicable
Immunizations	Yes
Educator Effectiveness	Yes
Expanded Learning Opportunities Grant (ELO-G)	Yes
Career Technical Education Incentive Grant	Yes
Expanded Learning Opportunities Program	Yes
Transitional Kindergarten	Yes
Charter Schools	
Attendance; for charter schools	Not Applicable
Mode of Instruction; for charter schools	Not Applicable
Nonclassroom-Based Instruction/Independent Study; for charter schools	Not Applicable
Determination of Funding for Nonclassroom-Based Instruction; for charter schools	Not Applicable
Annual Instructional Minutes - Classroom Based	Not Applicable
Charter School Facility Grant Program	Not Applicable

We did not perform testing for Continuation Education because ADA was below the threshold for testing.

The term "Not Applicable" is used above to mean either the District did not offer the program during the current fiscal year, the District did not participate in the program during the current fiscal year, or the program applies to a different type of local education agency.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identify during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are described in the accompanying schedule of findings and questioned costs as Finding #2024-002. Our opinion on state compliance is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on Monrovia Unified School District's response to the noncompliance findings identified in our audit and described in the accompanying schedule of findings and questioned costs. Monrovia Unified School District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of State Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the K-12 Audit Guide. Accordingly, this report is not suitable for any other purpose.

San Diego, California
April 8, 2025

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

MONROVIA UNIFIED SCHOOL DISTRICT
SUMMARY OF AUDITORS' RESULTS
FOR THE YEAR ENDED JUNE 30, 2024

FINANCIAL STATEMENTS

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	Yes
Non-compliance material to financial statements noted?	No

FEDERAL AWARDS

Internal control over major program:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None Reported
Type of auditors' report issued:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)?	No
Identification of major programs:	

AL Number(s)	Name of Federal Program or Cluster
84.425	Education Stabilization Fund Discretionary Grants
84.027, 84.027A, 84.173, 84.173A	Special Education Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	$ 750,000
Auditee qualified as low-risk auditee?	No

STATE AWARDS

Internal control over state programs:	
Material weaknesses identified?	No
Significant deficiency(ies) identified?	None Reported
Any audit findings disclosed that are required to be reported in accordance with *2023-24 Guide for Annual Audits of California K-12 Local Education Agencies* ?	Yes
Type of auditors' report issued on compliance for state programs:	Unmodified

FIVE DIGIT CODE	AB 3627 FINDING TYPE
20000	Inventory of Equipment
30000	Internal Control

FINDING #2024-001: CASH DISBURSEMENTS – PURCHASE ORDERS (30000)

Criteria: Proper internal controls require adequate segregation of duties, prior approval of the expenditure and sufficient supporting documentation such as a vendor invoice. Prior approval is necessary to ensure that expenditures are appropriate uses of the funds and to ensure that expenses are being properly budgeted.

Condition: During the review of internal controls over cash disbursements, 9 of the 25 cash disbursements were not supported by a purchase order to indicate prior approval. Additionally, 3 of the 25 cash disbursements had purchase orders approved for less than the invoice amount. Finally, 1 of the 25 cash disbursements issued had an invoice that did not support the amount paid to the vendor.

Effect: Without prior approval of the expenditures, budgeting issues in the future and misuse of the funds would go undetected.

Cause: Purchase orders are not being consistently or accurately created before the expenditure and invoice.

Repeat Finding: Yes, see prior year Finding #2023-001.

Recommendation: We recommend that the district prepare purchase order for all items prior to the purchase and ensure all amounts paid agree to the invoice and approved purchase order.

Corrective Action Plan: District staff will be provided with training on purchasing and account payment procedural requirements to ensure future compliance with District policy.

MONROVIA UNIFIED SCHOOL DISTRICT
FEDERAL AWARD FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024

FIVE DIGIT CODE	AB 3627 FINDING TYPE
50000	Federal Compliance

There were no federal award findings or questioned costs for the year ended June 30, 2024.

FIVE DIGIT CODE	AB 3627 FINDING TYPE
10000	Attendance
40000	State Compliance
42000	Charter School Facilities Programs
43000	Apprenticeship: Related and Supplemental Instruction
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

FINDING #2024-002: CLASSROOM TEACHER SALARIES (61000)

Criteria: As set forth in California Education Code section 41372, a unified school district should expend a minimum of 55% of the District's current expenses of education towards salaries of classroom teachers.

Condition: The District did not meet the minimum percentage requirement of 55%, the district only spent 50.82% on classroom teacher salaries during the fiscal year.

Effect: The District's current expense of education for the year ended June 30, 2024, was $81,387,156 and the total salaries and benefits for classroom teachers was $41,364,838. The District was below the minimum required percentage of 55% by 4.18% which calculates out to a deficiency of $3,401,983.

Cause: The deficiency amount was due to the continued spending of one-time COVID relief funding.

Questioned Costs: The questioned costs are the deficiency of $3,401,983.

Repeat Finding: Yes, see prior year Finding #2023-002.

Recommendation: We recommend that in the future, the District monitor their expenses towards salaries of classroom teachers against their total expenses to be sure that they meet the 55% minimum requirement.

Corrective Action Plan: For the 23-24 fiscal year, the District will request that the State Board of Education waive Education Code Section 41372 minimum classroom teacher salaries current expense of education calculation requirements due to the disproportional effects of extraordinary revenues received by the District through Federal and State programs.

District staff will be provided with training on requirements to effectively budget and monitor applicable revenues and expenses to ensure future compliance with Education Code Section 41372.

FINDING #2023-001: CASH DISBURSEMENTS – PURCHASE ORDERS (30000)

Criteria: Proper internal controls require adequate segregation of duties, prior approval of the expenditure and sufficient supporting documentation such as a vendor invoice. Prior approval is necessary to ensure that expenditures are appropriate uses of the funds and to ensure that expenses are being properly budgeted.

Condition: During the review of internal controls over cash disbursements, 8 of the 25 cash disbursements were not supported by a purchase order to indicate prior approval.

Effect: Without prior approval of the expenditures, it could lead to budgeting issues in the future and misuse of the funds.

Cause: Purchase orders are not being consistently created before the expenditure and invoice.

Repeat Finding: No

Recommendation: We recommend that the district prepare purchase orders for all items prior to the purchase.

Corrective Action Plan: District staff will be provided with training on purchasing and account payment procedural requirements to ensure future compliance with District policy.

Current Status: Not implemented, see current year Finding #2024-001.

FINDING #2023-002: CLASSROOM TEACHER SALARIES (61000)

Criteria: As set forth in California Education Code section 41372, a unified school district should expend a minimum of 55% of the District's current expenses of education towards salaries of classroom teachers.

Condition: The District did not meet the minimum percentage requirement of 55%, the district only spent 52.90% on classroom teacher salaries during the fiscal year.

Effect: The District's current expense of education for the year ended June 30, 2023, was $76,293,171 and the total salaries and benefits for classroom teachers was $40,362,700. The District was below the minimum required percentage of 55% by 2.10% which calculates out to a deficiency of $1,602,157.

Cause: The deficiency amount was due to the continued spending of one-time COVID relief funding.

Questioned Costs: The questioned costs are the deficiency of $1,602,157.

FINDING #2023-002: CLASSROOM TEACHER SALARIES (61000) (continued)

Repeat Finding: No

Recommendation: We recommend that in the future, the District monitor their expenses towards salaries of classroom teachers against their total expenses to be sure that they meet the 55% minimum requirement.

Corrective Action Plan: For the 22-23 fiscal year, the District will request that the State Board of Education waive Education Code Section 41372 minimum classroom teacher salaries current expense of education calculation requirements due to the disproportional effects of extraordinary revenues received by the District through Federal and State programs.

District staff will be provided with training on requirements to effectively budget and monitor applicable revenues and expenses to ensure future compliance with Education Code Section 41372.

Current Status: Not implemented, see current year Finding #2024-002.

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

2. BOARD POLICY 1312.2, COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 1312.2, Complaints Concerning Instructional Materials, 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, 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, which are compared to existing policies to determine the extent of modification needed.

Budget Implication ($ Amount):

Legal References:

Additional Information:

ATTACHMENTS

BP 1312.2 Complaints Concerning Instructional Materials.pdf
AR 1312.2 Complaints Concerning Instructional Materials.pdf

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

~~The Monrovia Unified School District takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.~~

~~The Superintendent or designee shall establish procedures that will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment.~~

~~The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee's decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting.~~

~~The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees.~~

The Governing Board uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of district staff, parents/guardians, and community members, and, as appropriate, students. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their student's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the accompanying administrative regulation and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of students enrolled in a district school. (Education Code 35160)

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 or 244 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the Superintendent, or any designee or committee established by the Superintendent to review the materials, shall consider the

degree to which the materials align with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities and/or experts; reviews of the materials by reputable bodies; the stated objectives in using the materials; community standards; the allegations in the complaint, including the extent to which the objections are based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

Additionally, the Superintendent, or any designee or committee established by the Superintendent to the review materials, shall not authorize the continued use of an adopted textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination pursuant to Education Code 220.

If the complainant finds the Superintendent's or review committee's decision unsatisfactory, the complainant may appeal the decision to the Board.

Any challenged instructional material that is reviewed by the district shall not be subject to further reconsideration for 12 months, unless required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved as specified in Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures.

Proposed: May 21, 2025 (First Read)
Adopted: January 2006

COMPLAINTS CONCERNING INSTRUCTIONAL MATERIALS

~~Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.~~

~~Complaints must be presented in writing to the principal. Complaints regarding printed material must name the author, title, and publisher, and identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.~~

~~Individual students may be excused from using challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit. Use of the materials by a class, school, or the district, however, shall not be restricted until so directed by the Superintendent or designee.~~

~~Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The Superintendent or designee will determine whether the complaint should be considered on an individual basis or whether a review committee should be convened.~~

~~The use of challenged materials by class, school, or district shall not be restricted until final disposition has been made by the appropriate review committee.~~

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, such individual shall informally discuss the material in question with the principal. (Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, the complainant shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection and location of such material shall be given. In order for the district to reply appropriately, complainants shall sign all complaints and provide identifying information. Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall provide the complainant with a written

acknowledgement of its receipt and respond to any procedural questions the complainant may have. The principal shall then notify the Superintendent or designee, the teacher(s), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached.

~~A review committee may be formed under the direction of the Superintendent or designee. It shall be composed of the principal and five or more staff members selected by the Superintendent or designee from relevant administrative and instructional areas, and may include additional members at the discretion of the Superintendent or designee.~~

~~In deliberating challenged materials, the review committee shall consider the educational philosophy of the district; the professional opinions of other teachers of the subject and of other competent authorities; reviews of the materials by reputable bodies; the teacher's stated objectives in using the materials; and the objections of the complainant.~~

~~The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.~~

Step 3: Review Committee

The Superintendent or designee shall determine whether to convene a review committee to review the complaint.

If the Superintendent or designee determines that a review committee is necessary, the Superintendent or designee shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint parents/guardians, students, and community members, as appropriate, to serve on the committee.

The Superintendent or designee may provide training to the review committee to ensure that the review committee is informed regarding its responsibilities, the criteria to follow when reviewing instructional materials, and applicable laws, Board policy(ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant in writing of the committee's decision within 15 days of receiving the committee's report.

~~Within 30 days of being convened, the review committee shall summarize its findings in a written report and submit it to the Superintendent or designee for final action. The Superintendent or designee shall notify the complainant of his/her decision no later than 60 days after the complaint was filed.~~

~~The report of the review committee together with the Superintendent or designee's recommendation may be brought to the Governing Board for consideration and final decision.~~

~~When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for 12 months.~~

~~COUNTY OR STATE-ADOPTED MATERIAL~~

~~If the challenged material has been adopted by the Los Angeles County Board of Education, the Superintendent or designee may forward the complaint, without action, to the office of the County Superintendent of Schools for reevaluation and decision.~~

~~If the questioned material has been adopted by the State of California, the Superintendent or designee may forward the complaint, without action, to the California Department of Education for reevaluation and decision.~~

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Governing Board

If the complainant remains unsatisfied, the complainant may appeal the Superintendent's or review committee's decision to the Governing Board. The Board's decision shall be final.

Proposed: May 21, 2025 (First Read)
Adopted: January 2006

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

DATE	SCHOOL/SITE
TITLE	AUTHOR
PUBLISHER	DATE OF EDITION
Citizen's Name	Phone Number

Citizen represents: ☐ Himself/Herself
☐ Local Organization or Group _____

To what do you object? (Please be specific: cite pages, tape sequence, video frame, and words)

What do you feel would be the result of reading/viewing this material?

For what age group would you recommend this material?

Did you read/view the entire selection?

If not, what percentage did you read/view, or what parts?

~~Is there anything good about this material?~~
~~What would you like the school to do about this material?~~ ~~☐ Do not assign it to my child. ☐ Withdraw it from all students. ☐ Re-evaluate it.~~
~~Are you aware of how this work has been assessed by literary critics?~~
~~What do you believe is the thesis of this work?~~
~~In its place, what work would you recommend?~~
~~Signature of citizen~~

~~REQUEST RECEIVED BY~~	~~TITLE~~
~~ACTION TAKEN~~	~~DATE~~

REQUEST FOR RECONSIDERATION OF EXISTING INSTRUCTIONAL MATERIALS

This form is only for use by district employees, district residents, or parents/guardians of students enrolled in a district school to challenge the content or use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library.

Date:_____

Name of person filing complaint (Required):
_____

Group represented (if any)

_____

Phone:_____

E-mail address:

_____

Address:

_____

Instructional Material Being Challenged:

Title:_____

Author:_____

Publisher:_____

Date of Edition:

_____

Name of school/classroom instructional material was used:

_____

1. Please specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording or digital sequence, video frame, or words, as appropriate. You may use additional pages if necessary.

2. Was the instructional material of concern read/heard/viewed in isolation or was the entire selection read/heard/viewed? If the entire selection was not read/heard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?

3. What is your concern regarding the consequence if a student reads/hears/views the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?

4. What would you like the school to do about the instructional material?

Signature of complainant

For District Use:

Request received by:

Date:_____

Title:_____

Action taken:_____

Date:_____

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

3. BOARD POLICY 1340, ACCESS TO DISTRICT RECORDS, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 1340, Access to Records, 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, 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 since 2022.

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.

Budget Implication ($ Amount):

Legal References:

Additional Information:

ATTACHMENTS

BP 1340 Access to District Records.pdf
AR 1340 Access to District Records.pdf

ACCESS TO DISTRICT RECORDS

~~The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of state and federal law. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.~~

~~The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.~~

~~Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.~~

The Governing Board recognizes the right of members of the public to have access to public records of the district. The district shall provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

The district may charge for copies of public records or other materials requested by individuals or groups, in accordance with law and as specified in the accompanying administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Proposed: May 21, 2025 (First Read)
Reviewed: October 24, 2007
Adopted: January 18, 2006

ACCESS TO DISTRICT RECORDS

~~Records Open to the Public~~

~~Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used or retained by the district regardless of physical form or characteristics.~~

This administrative regulation is a non-exhaustive list of records that may be defined as either public or exempt and/or confidential. Other records which fall into these definitions may exist and may be identified in the future.

~~Writing means any handwriting, typewriting, printing, photostating, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.~~

~~A member of the public includes any person, except a member, agent, officer, or employee of the district acting within the scope of his/her office or employment. Governing Board members shall have the ability to access public records permitted by law in the administration of their duties. Notwithstanding, members of the Board are entitled to access to district public records on the same basis as any other person.~~

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 7920.530)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 7920.545)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 7920.515)

~~Records to which the public shall have access include but are not limited to:~~

~~1. The proposed and approved budgets~~
~~2. Statistical compilations~~
~~3. Reports and memoranda~~

~~4. Notices and bulletins~~
~~5. Minutes of public meetings~~
~~6. Meeting agendas~~
~~7. Official communications between governmental branches~~
~~8. School-based program plans~~
~~9. Information and data relevant to the evaluation and modification of school improvement plans~~
~~10. Initial proposals of exclusive employee representatives and of the district~~
~~11. Tort claims filed against the district and records pertaining to pending litigation which predate the filing of the litigation, unless protected by some other provision of law~~
~~12. Statements of economic interests required by the Conflict of Interest Code~~
~~13. Contracts of employment and settlement agreements~~

Public Records

Unless otherwise exempt from disclosure, public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

2. Statistical compilations

3. Reports and memoranda

4. Notices and bulletins

5. Minutes of public meetings (Education Code 35145)

6. Meeting agendas (Government Code 54957.5)

7. Official communications between the district and other government agencies

8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law

9. Initial proposals of exclusive employee representatives and of the district, once presented at a district Governing Board meeting (Government Code 3547)

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 7927.200, 7927.205)

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

15. Executed contracts for the purchase of goods or services, even if the contract contains provisions specifying that the contract is confidential or a proprietary record of the vendor (Government Code 7928.801)

Access to public records of the district shall be granted to Board members on the same basis as any other member of the public. When Board members are authorized to access public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 7921.305, 7921.310)

Exempt and Confidential Public Records

Records to which the general public shall not have access include but are not limited to:

~~1. Preliminary drafts, notes, inter-district or intra-district memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure~~

~~2. Records specifically prepared for litigation to which the district is a party or to claims made pursuant to the Tort Claims Act, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of law~~

~~3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy~~

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 7927.500)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district

pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 7927.200, 7927.205)

3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 7927.700)

   The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees shall only be disclosed as follows: (Government Code 7928.300)

~~The home addresses and home telephone numbers of employees may be disclosed only as follows:~~

~~a. To an agent or a family member of the individual to whom the information pertains~~

~~b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties~~

~~c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed~~

~~d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents~~

   a. To an agent or a family member of the employee

   b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

   c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

   d. Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, personal email address, or birth date, and the district shall remove the home address, home telephone number, and personal cell phone

number from any mailing list of the district except a list used exclusively to contact the employee

e. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

~~4. Test questions, scoring keys and other examination data except as provided by law~~

~~5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained~~

~~6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information~~

~~7. Library circulation records kept for the purpose of identifying the borrower of items available in the library~~

~~8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege~~

4. The home address, telephone number, or both the name and assessor parcel number associated with the home address of any elected or appointed official posted by the district online without first obtaining the written permission of that individual (Government Code 7928.205)

5. Student records, except directory information and other records to the extent permitted by law and district policy (Education Code 49073, 49076; 20 USC 1232g; 34 CFR 99.1-99.8)

6. Test questions, scoring keys, and other examination data except as provided by law (Government Code 7929.605)

7. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the

contract agreement obtained (Government Code 7928.705)

8. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 7925.000)

9. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library; to persons authorized in writing, by the individual to whom the records pertain, to inspect the records; or by court order (Government Code 7927.100, 7927.105)

~~Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session~~
~~Recall petitions or petitions for the reorganization of school districts~~
~~Minutes of Board meetings held in closed session~~
~~Computer software developed by the district~~
~~Written instructional textbooks or other materials for which providing a copy would infringe a copyright or would constitute an unreasonable burden on the operation of the district~~

~~Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes~~

10. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 7927.705)

11. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 7929.200)

12. Information security record if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, an information technology system of the district (Government Code 7929.210)

13. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 7924.110)

14. Minutes of Board meetings held in closed session (Government Code 54957.2)

15. Computer software developed by the district (Government Code 7922.585)

16. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 7926.400, 7930.000-7930.215)

17. Any other records listed as exempt from public disclosure in the CPRA or other statutes

18. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 7922.000)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 7922.200, 7928.300)

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed. (Education Code 234.7; Government Code 8310.3)

~~**Inspection of Records and Requests for Copies**~~

~~Public records are open to inspection at all times during district office hours. Any reasonably segregated portion of a record shall be made available for inspection by every person requesting the record after deletion of the portions that are exempted by law.~~

~~Every person may request a copy of any district record open to the public and not exempt from disclosure.~~

~~Within 10 days of receiving any request for a copy of records, the Superintendent or designee shall determine whether the request seeks copies of disclosable public records in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision.~~

~~In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request:~~

Inspection of Records, Requests for Copies, and Recovery of Costs

Any person may request a copy or inspection of any district record that is not exempt from disclosure. (Government Code 7922.530)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 7922.535)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 7922.535)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request

2. The need to search for, collect and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request

3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request ~~having substantial subject matter interest therein~~

~~4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data~~

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

5. The need to search for, collect, and appropriately examine records during a state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act in the jurisdiction where the district is located when the state of emergency currently affects, due to the state of emergency, the district's ability to timely respond to staffing shortages or closure of facilities where the requested records are located (Government Code 8567)

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 7922.535)

~~Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so.~~

~~The cost per copy shall be:~~

~~.05¢ for school based organizations and employees~~
~~.10¢ for general public~~
~~.25¢ for copies of archived documents~~

~~Copies for the following will be actual costs based on labor and materials:~~

~~Transcribing and recording meetings that have previously not been documented~~
~~Researching documents whose whereabouts are not known~~

Public records shall be open to inspection at all times during district office hours. If a portion of the requested record(s) is exempt from disclosure, any non-exempt, reasonably segregable portion of the record shall be made available for inspection after deletion of the portions exempted by law. (Government Code 7922.525)

Upon request for a copy that reasonably describes an identifiable, non-exempt record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 7922.530)

If only a portion of the identified record is exempt from disclosure, the record's exempt material shall be redacted prior to disclosure.

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication in accordance with law. Written requests to waive the fee shall be submitted to the Superintendent or designee.

Without charging any fees or costs, the Superintendent or designee shall allow members of the public to use their own equipment on district premises to photograph or otherwise copy or reproduce a disclosable record as long as the means of copy or reproduction: (Government Code 7922.530)

~~A two-sided page shall be considered two copies.~~

~~If any person requests a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies.~~

~~The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and~~

~~the cost of programming and computer services necessary to produce the copy, under the following circumstances:~~

~~1. The electronic record is one that is produced only at otherwise regularly scheduled intervals~~

~~2. The request would require data compilation, extraction, or programming to produce the record~~

1. Do not require the equipment to make physical contact with the record

2. Will not result in damage to the record

3. Will not result in unauthorized access to the district's computer systems or secured networks by using software, equipment, or any other technology capable of accessing, altering, or compromising the district's electronic records

The Superintendent or designee may impose any reasonable limit on the use of personal equipment to photograph, copy, or reproduce a disclosable record that is necessary to protect the safety of the records, or to prevent the copying of records from being an unreasonable burden to the orderly function of the district and its employees. The Superintendent or designee may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records. (Government Code 7922.530)

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's website and, in response to a public records request, directing the member of the public to the location on the website where the record can be found. However, if the member of the public is unable to access or reproduce the record from the website, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 7922.545)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 7922.570)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 7922.575)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals

2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 7922.600)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

   If after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement will be deemed satisfied

2. Describe the information technology and physical location in which the records exist

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

~~Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial.~~

Provisions of the CPRA shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 7922.500, 7922.540)

Proposed: May 21, 2025 (First Read)
Revised: October 24, 2007
(Adopted: January 18, 2006)

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

4. BOARD POLICY 3311, BIDS

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 3311, Bids 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, Business 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 needed. This policy contains revisions recommended by CSBA for Board Policy 3311, Bids. This Board policy was last updated on August 22, 2018.

Budget Implication ($ Amount):

Legal References:

Additional Information:

Copies of the proposed revised Board Policies Bids and Administrative Regulations are attached.

ATTACHMENTS

BP 3311 - Bids strikethrough & red_Proposed 5-21-25.pdf
AR 3311 - Bids strikethrough & red_Proposed 5-21-25.pdf

BIDS

~~SCHOOL EQUIPMENT, MATERIALS, SUPPLIES AND SERVICES~~

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

~~The Board shall approve public projects that involve an expenditure of $15,000 or more including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demotion, or repair work involving a district owned, leased, or operated facility.~~

~~The district shall purchase equipment, material, supplies and services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Governing Board may request that a contract be competitively bid if the Board determines that it is in the best interest of the district to do so.~~

~~When the Board has determined that it is in the best interest of the district, the Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law (Public Contract Code 20118).~~

~~When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.~~

~~To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.~~

~~SCHOOL FACILITIES AND NEW CONSTRUCTION~~

~~California Uniform Public Construction Cost Accounting Act~~

~~In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, elected to become~~

~~subject to the California Uniform Public Construction Cost Accounting Act ("CUPCCAA"), Public Contract Code 22000 et seq., including adoption of the informal bidding procedures set forth therein. The Board shall approve public projects that involve an expenditure of $15,000 or more, including a contract for construction, reconstruction, electricity, alteration, renovation, improvement, painting, repairing, demolition, or repair work involving a district owned, leased, or operated facility~~

~~The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.~~

~~No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding under CUPCCAA or Board Policy. (Public Contract Code 22033)~~

~~The District is subject to the uniform construction cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030).~~

~~In cases of emergency when repairs or replacements are necessary, the Board may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board, by contractor, or by a combination of the two, as follows: (Public Contract Code 22035.)~~

~~1. Pursuant to a four-fifths vote of the Board, the District may repair or replace a public facility, take any directly related and immediate action required by the emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.~~

~~2. Before taking any action pursuant to paragraph 1 above, the Board shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency~~

~~3. The Board, by a four-fifths vote, may delegate to the District Superintendent or designee, the authority to order any action pursuant to paragraph 1 above.~~

~~4. If a person with authority delegated pursuant to paragraph 3 above orders any action specified in paragraph 1, that person shall report to the Board, at its next meeting, pursuant to this section, the reasons justifying why the emergency would not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency.~~

~~5. If the Board orders any action pursuant to paragraph 1 or 2 above, the Board shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter, until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. If the Board meets weekly, it may review the emergency action in accordance with this paragraph every 14 days.~~

~~6. If a person with delegated authority pursuant to paragraph 3 above orders any action specified in paragraph 1, the Board shall initially review the emergency action not later than 7 days after the action, or at its next regularly scheduled meeting if that meeting will occur not~~

~~later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with delegated authority has terminated that action prior to the Board reviewing the action and making a determination pursuant to this subdivision. If the Board meets weekly, it may, after the initial review, review the action in accordance with this paragraph every 14 days.~~

~~7. When the Board reviews the emergency action, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 22050)~~

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with Government Code 54202, and that meet the requirements for bidding procedures specified in law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, service required, and include all information of which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Award of Contract

Contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

However, the Board may let contracts to other than only the lowest responsible bidder in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)

2. When the contract is for any transportation service which involves an expenditure of more than $10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)

3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000- 2002)

4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406

5. When procuring a design-build contract for a public works project in excess of $1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)

6. When procuring an alternative design-build contract for a public works project in excess of $5,000,000 in accordance with Education Code 17250.62, in which case the Board may award the contract to either the low bid or the best value, taking into consideration, at a minimum, design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life-cycle costs (Education Code 17250.61, 17250.62)

Protests by Bidders

If the bidder believes that the award is not in compliance with law, Board policy, administrative regulation, or the bid specification, the bidder may protest the award. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protested documents in a timely manner shall constitute a waiver of the right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Bids Not Required

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property, including the lease of data-processing equipment or the purchase of materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor. (Public Contract Code 20118)

Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on a cost and saving comparison finding specified in Government Code 4217.12. (Government Code 4217.12)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

Proposed: May 21, 2025 (First read)
Adopted: August 22, 2018

BIDS

Advertised/Competitive Bids

The district shall ~~seek competitive bids through advertisement for contracts involving an expenditure exceeding, $90,200 (January 2018) pursuant to Public Contract Codes 20111 and 20651, for the following:~~ advertise for any of the following: (Public Contract Code 20111)

~~1. The purchase of equipment, materials or supplies to be furnished, sold, or leased to the district~~

1. A public project contract that involves an expenditure of $15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility

~~2. Services, not including construction services, or special services and advice in accounting, financial, legal, or administrative matters~~

2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:

   a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district

   b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters

   c. Repairs that are not a public project, including maintenance

~~3. Repairs, including maintenance, that are not public projects.~~

~~The amount by which contracts shall be competitively bid shall escalate automatically based upon the annual adjustment by the Superintendent of Public Instruction.~~

Maintenance means routine, recurring and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. ~~This definition does not include, among other types of work, janitorial or custodial services, and protection provided by security forces, nor does it include painting, repainting, or decorating other than touchup (Public Contract Code 20115).~~ Maintenance also includes landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems. Maintenance does not include painting, repainting, or decorating, other than minor repainting; janitorial or custodial services; and protection provided by security forces. (Public Contract Code 20115, 22002)

~~Unless otherwise authorized by law, contracts shall be let to the lowest responsible~~

~~bidder who shall give such security as the Governing Board requires, or else all bids shall be rejected.~~

~~When the contract is for any transportation services which involves an expenditure of more than $10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the District may contract with other than the lowest bidder (Education Code 39802).~~

~~No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4 for competitive bid contracting.~~

~~When letting a contract for the procurement and/or maintenance of electronic data processing systems and supporting software, the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1).~~

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by ~~advertising~~ placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such paper exists then in some newspaper of general circulation~~, circulated in the county at least once a week for two weeks. The district may also post the notice on the district's web site or other electronic portal and may accept a bid submitted electronically or on paper.~~ that is circulated in the county. Additionally, the Superintendent or designee may post the notice on the district's website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place where bids will be opened. (Public Contract Code 20112)~~.~~

The notice shall contain the time, date, and location of any mandatory ~~pre-bid~~ prebid conference, site visit, or meeting~~. The notice shall also detail~~ and details regarding when and where project documents, including final plan and specifications, are available. Any such mandatory visit or meeting shall ~~not~~ occur ~~within a minimum of~~ not less than five calendar days of the publication of the initial notice. (Public Contract Code 6610)~~.~~

For lease-leaseback, design-build, and alternative design-build projects, the notice shall additionally specify that the project is subject to skilled and trained workforce requirements. (Education Code 17250.25, 17250.62, 17407.5; Public Contract Code 2600, 6610)

Bid instructions and specifications shall include the following requirements and information:

~~1.~~ All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in ~~the~~ products, materials, goods, or supplies offered or sold (Public Contract Code 22152)~~.~~

~~2.~~ All bids for construction work shall be presented under sealed cover (Public Contract Code 20111)

The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20111, 20112)

The bid shall be accompanied by ~~one of the following forms of bidder's security:~~ a form of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

a. ~~Cash~~

b. ~~A cashier's check made payable to the district~~

c. ~~A certified check made payable to the district~~

d. ~~A bidder's bond executed by an admitted surety insurer and made payable to the district~~

~~The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded (Public Contract Code 20111, 20112).~~

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded (Public Contract Code 20111.5)

~~3.~~4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time~~.~~ (Public Contract Code 20112)

~~4.~~5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted (Public Contract Code 20117)~~.~~

~~5.~~ 6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid.~~—~~

In the absence of such a specification, only the method provided in item #6a below will be used (Public Contract Code 20103.8)~~:~~

a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items~~.~~

b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price~~.~~

c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and

added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened~~.~~ (Public Contract Code 20103.8)

~~d.~~ The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8).

7. In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract

a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give the bidder an opportunity to respond to the determination

b. When the lowest bidder is determined to be nonresponsible, the Superintendent or designee shall notify the bidder of the right to present evidence of the bidder's responsibility at a hearing before the Board

~~6. Any subsequent change or alteration of a contract shall be governed by the provisions of Public Contract Code 20118.4.~~

~~7.~~ 8. After being opened, all submitted bids become public records pursuant to Government Code ~~6252~~ 7920.530 and shall be made available for review pursuant to law, Board policy, and administrative regulation.

~~Alternative Bid Procedures for Technological Supplies and Equipment~~

~~Upon a finding by the Board that a particular procurement qualifies for the alternative procedure, the district may acquire computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus through competitive negotiation. This procedure shall not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public.~~

~~The competitive negotiation shall include, but not be limited to, the following requirements:~~

~~1. The Superintendent or designee shall prepare a request for proposals that shall be submitted to an adequate number of qualified sources, as determined by the district, to permit reasonable competition consistent with the nature and requirement of the procurement.~~

~~2. Notice of the request for proposals shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.~~

3. The district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the request for proposals is received.

4. The request for proposals shall identify all significant evaluation factors, including price, and their relative importance.

5. The district shall provide reasonable procedures for the technical evaluation of the proposals received, the identification of qualified sources, and the selection for the award of the contract.

6. An award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

7. If an award is not made to the bidder whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award.

8. The district, at its discretion, may reject all proposals and request new proposals.

9. Provisions in any contract concerning utilization of small business enterprises that are in accordance with the request for proposals shall not be subject to negotiation with the successful proposer.

Bids Not Required

Upon a determination that it is in the best interest of the district, the Board may authorize the purchase, lease, or contract for data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property through a public corporation or agency ("piggyback") without advertising for bids. Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract (Public Contract Code 20118).

Without advertising for bids, the District may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost and savings comparison findings specified in Government Code 4217.12.

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids (Public Contract Code 20118.3).

~~Perishable commodities, such as foodstuffs, needed in the operations of cafeterias may be purchased through bid or on the open market (Education Code 38083).~~

~~In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids (Public Contract Code 1102, 20113).~~

~~Bids shall also not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis.~~

~~The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids (Education Code 17602).~~

~~Sole Sourcing~~

~~Specifications for contracts for construction, alteration, or repair of school facilities may not limit bidding, either directly or indirectly, to any one specific concern. Specifications designating a particular brand name shall follow the description with the words "or equal" so that bidders may furnish any equal material, product, thing, or service.~~

~~Specifications for contracts may designate a product by brand or trade name (sole sourcing) if the district has made a finding, described in the invitation for bids or request for proposals, that a particular material, product, thing, or service is designated for any of the following purposes (Public Contract Code 3400):~~

~~1. To conduct a field test or experiment to determine its suitability for future use~~

~~2. To match others in use on a particular public improvement that has been completed or is in the course of completion~~

~~3. To obtain a necessary item that is only available from one source~~

~~4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board that issued the invitation for bid or request for proposals~~

Prequalification Procedure

~~For any contract for which bids are legally required, the Superintendent or designee may require that each prospective bidder complete and submit a standardized questionnaire and financial statement. For this purpose, the Superintendent or designee shall supply a form which requires a complete statement of the bidder's financial ability and experience in performing public works.~~

~~Prospective bidders shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids. The information shall be~~

~~verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection (Code of Civil Procedure 446, Public Contract Code 20111.5, 20111.6).~~

~~The Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. Bidders must be deemed pre-qualified by the district at least one day before the fixed bid-opening date (Public Contract Code 20111.5).~~

~~The Superintendent or designee shall furnish each qualified bidder with a standardized proposal form. Bids not presented on the standard form shall be disregarded (Public Contract Code 20112).~~

~~The district may establish a procedure for pre-qualifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification (Public Contract Code 20111.5).~~

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of $1,000,000 or more and is funded or reimbursed wholly or partly by state general funds, the School Facilities Program funds, or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids

2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as

determined by the district, before the date fixed for the public opening of sealed bids. (Public Contract Code 20111.6)

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

~~Protests by Bidders~~

~~A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy, the bid's specifications, or was not in compliance with law.~~

~~A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.~~

~~The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.~~

~~SCHOOL FACILITIES AND NEW CONSTRUCTION~~

~~California Uniform Public Construction Cost Accounting Act~~

~~Procedures for awarding contracts for public projects shall be determined on the basis of the amount of the project, as specified under the California Uniform Public Construction Cost Accounting Act ("CUPCCAA"), Public Contract Code 22000 et seq., and indicated below. In the event of a conflict with any other provision of law relative to bidding procedures, CUPCCAA shall apply. (Public Contract Code 22030). The Board's approval authority remains the same under CUPCCAA. District facility project, its purchase order and professional service require the Board approval.~~

~~1. Public projects of $45,000 in the aggregate or less, may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)~~

~~a. The Superintendent or designee shall solicit a minimum of three (3) proposals from the list of qualified contractors maintained by the District pursuant to Paragraph 2.b. below for the category or categories of work required.~~

~~b. Each such solicitation shall identify all significant evaluation factors, including price, and their relative importance.~~

c. An award shall be made to the qualified contractor whose proposal meets the evaluation standards and will be most advantageous to the district with price and all other factors considered.

d. If an award is not made to the proposer whose proposal contains the lowest price, then the district shall make a finding setting forth the basis for the award.

e. The district, in its discretion, may reject all proposals and request new proposals.

2. Contracts for public projects of $175,000 or less may be awarded through the following informal bidding procedures: (Public Contract Code 22032, 22034, 22038)

a. The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.

b. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project, and states the time and place for submission of bids. The notice shall be disseminated by one or both of the following alternatives, not less than ten calendar days before bids are due: (i) by mail, fax, or email to all contractors on the district's list of qualified contractors for the category of work being informally bid, unless the product or service is proprietary in nature, such that it can be obtained only from a certain contractor or contractors, in which case the notice inviting informal bids may be sent exclusively to such contractor or contractors; and/or (ii) by mail, fax, or email to all construction trade journals identified pursuant to Public Contract Code 22036.

Additional contractors and/or construction trade journals may be notified at the district's discretion.

c. The district shall review the informal bids and may award the contract. However, if all bids received through the informal process are in excess of $175,000, the contract may be awarded to the lowest responsible bidder if the Governing Board adopts a resolution with a four-fifths vote to award the contract at $187,500 or less and the Board determines the district's cost estimate is reasonable.

3. Public projects of more than $175,000 shall be subject to formal bidding procedures, as modified by CUPCCAA, as follows: (Public Contract Code 22032, 22037, 22038)

a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

~~(1) Through publication in a newspaper of general circulation printed and published in the district's jurisdiction or, if there is no such newspaper, in a newspaper of general circulation that is circulated in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places within the district's jurisdiction designated by district resolution or regulation as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.~~

~~(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.~~

~~In addition to the notice required above, the district may give such other notice as it deems proper.~~

~~4. The district shall award the contract as follows:~~

~~(a) The contract shall be awarded, if at all, to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.~~

~~(b) At its discretion, the district may reject any bids presented if the district, prior to rejecting all bids and declaring that the project can be more economically performed by district employees, notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.~~

~~(c) If after the first invitation of bids all bids are rejected, after reevaluating its cost estimates for the project, the district shall have the option of either of the following:~~

~~(i) Abandoning the project or readvertising for bids in the manner described by CUPCCAA.~~

~~(ii) By passage of a resolution by a four-fifths vote of the Board declaring that the project can be performed more economically by district employees, may have the project done by force account without further compliance with Public Contract Code 22030 et seq.~~

~~(d) If no bids are received through the formal or informal bid procedure, the project may be performed by district employees by force account or negotiated contract.~~

Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3400)

1. Does not directly or indirectly limit bidding to any one specific concern

2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

   In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name, also known as sole sourcing, if the Board has made a finding, described in the invitation for bids or request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use

2. To match others in use on a particular public improvement that has been completed or is in the course of completion

3. To obtain a necessary item that is only available from one source

4. To respond to the Board's declaration of an emergency, so long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

Bids Not Required

Without taking estimates or advertising for bids, supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount. (Public Contract Code 20118.3)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or

advertising for bids. (Education Code 17602)

Proposed: May 21, 2025 (First read)
Adopted: August 22, 2018

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

5. BOARD POLICY 3311.1, UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURE

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedure, 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, Business Services has begun conducting a review of the department's Board Policies and Administrative Regulations. This Board policy is new.

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 needed. This new policy is recommended by CSBA for Board Policy 3311.1, Uniform Public Construction Cost Accounting Procedure.

Budget Implication ($ Amount):

Legal References:

Additional Information:

Copies of the proposed revised Board Policy and Administrative Regulation are attached.

ATTACHMENTS

BP 3311.1 - Uniform Public Construction Cost Acct. Proc. red New Proposed 5-21-25.pdf
AR 3311.1 - Uniform Public Construction Cost Acct. Proc. red New Proposed 5-21-25.pdf

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act (UPCCAA) pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

If after the first invitation of bids pursuant to informal or formal bidding procedures under UPCCAA all bids are rejected, the Board may, by passage of a resolution by four-fifths vote, declare the project can be performed more economically by the employees of the district. (Public Contract Code 22038)

Projects awarded through UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law, but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

Proposed: May 21, 2025 (First read)

UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES

Public project, in regard to the Uniform Public Construction Cost Accounting Act (UPCCAA), means any of the following: (Public Contract Code 22002)

1. Construction, reconstruction, erection, installation, alteration, renovation, improvement, demolition, and repair work involving any district-owned, leased, or operated facility

2. Painting or repainting of any district-owned, leased, or operated facility

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of $75,000 or less may be performed by district employees by force account, negotiated contract, or purchase order (Public Contract Code 22032)

2. Contracts for public projects of $220,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)

   a. The Superintendent or designee shall prepare a notice inviting informal bids, which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids

      This notice shall be disseminated by mail, fax, or email to either or both of the following:

      i. All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due

      ii. All construction trade journals identified pursuant to Public Contract Code 22036

   b. The district shall review the informal bids that were submitted and award the contract as follows:

      i. The contract shall be awarded to the lowest responsible bidder

         If two or more bids are the same and the lowest, the district may accept the one it chooses.

      ii. If all bids received through the informal process are in excess of $220,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at $235,000 or less and the Board

determines the district's cost estimate is reasonable

iii. At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid

Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

iv. If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract

3. Public projects of more than $220,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)

a. The Superintendent or designee shall prepare a notice inviting formal bids, which states the time and place for receiving and opening sealed bids and distinctly describe the project The notice shall be disseminated in both of the following ways:

i. Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices

Such notice shall be published at least 14 calendar days before the date that bids will be opened.

ii. By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036

Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall review the formal bids that were submitted and award the contract as follows:

i. The contract shall be awarded to the lowest responsible bidder

If two or more bids are the same and the lowest, the district may

accept the one it chooses.

ii. At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid

Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

iii. If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

6. BOARD POLICY 4040, EMPLOYEE USE OF TECHNOLOGY

RECOMMENDATION

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).

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.

Budget Implication ($ Amount):

Legal References:

Additional Information:

ATTACHMENTS

BP 4040 Employee Use of Technology.pdf

EMPLOYEE USE OF TECHNOLOGY

The ~~Monrovia Unified School District Board of Education~~ 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~~, computers, the district's computer network including servers and wireless computer networking technology, (wifi), the internet, e-mail, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices. These technologies shall not be used to transmit confidential information about students, employees, or district operations without express written authorization by the district.~~ 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.

Proposed: May 21, 2025 (First read)
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: 2025-05-21

AGENDA ITEM TITLE:

7. BOARD POLICY 5131.9, ACADEMIC HONESTY

RECOMMENDATION

The Board of Education is requested to receive for first reading 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. The current Board Policy does not reflect any updates since August 27, 2008.

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

Board Policy 5131.9 - Draft

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: May 21, 2025 (First read)
Adopted: August 27, 2008

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

8. BOARD POLICY 5141.5, MENTAL HEALTH

RECOMMENDATION

The Board of Education is requested to receive for first reading 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. The current Board Policy has not been previously adopted by MUSD.

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

Board Policy 5141.5 - Draft

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 employes 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: May 21, 2025 (First read)

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

9. BOARD POLICY 5141.52, SUICIDE PREVENTION, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

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

Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, the Educational Services Department has begun a review of the department's Board Policies and Administrative Regulations and is presenting updates to these policies for review and approval. The current Board Policy and Administrative Regulation does not reflect any updates since March 23, 2022.

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 Administrative Regulation is attached.

ATTACHMENTS

Board Policy 5141.52 - Draft
Administrative Regulation 5141.52 - Draft

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, ~~associated with suicide,~~ 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, suicide prevention experts. ~~, and in, developing policy for grades K-6, the county mental health plan.~~ If the policy will affect K-6 students, the county mental health plan shall also be consulted. (Education Code 215)

~~(cf. 0450 - Comprehensive Safety Plan)~~
~~(cf. 5142 - Safety)~~

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.

~~(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)~~

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~~.~~
~~(cf. 4131 - Staff Development)~~

2. Instruction to students in problem-solving, coping, and resiliency skills to

promote students' mental, emotional, and social health and well-being~~,~~; ~~as well~~ help-seeking strategies and resources; and

~~as~~ instruction in recognizing and appropriately responding to warning signs of suicidal intent in others~~.~~
~~(cf. 6142.8 - Comprehensive Health Education)~~

3. Methods for promoting a positive school climate that enhance~~s~~ students' feelings of connectedness with the school and that is characterized by caring staff and harmonious ~~inter~~relationships among students~~.~~
~~(cf. 5137 - Positive School Climate)~~

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 ~~procedures~~ 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~~.~~
~~(cf. 6164.2 - Guidance/Counseling Services)~~

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 ~~disabilities~~ 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 ~~youth~~. (Education Code 215)

~~(cf. 5131- Conduct)~~
~~(cf. 5131.2 - Bullying)~~
~~(cf. 5131.6 - Alcohol and Other Drugs)~~
~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

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)

~~(cf. 1400- Relations Between Other Governmental Agencies and the Schools)~~
~~(cf. 5141 - Health Care and Emergencies)~~
~~(cf. 5141.6 - School Health Services)~~

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)

~~Legal References:~~
~~**EDUCATION CODE**~~
~~215 Student suicide prevention policies~~
~~215.5 Student identification cards, inclusion of safety hotlines~~

216 Suicide prevention online training programs
234.6 Bullying and harassment prevention information
32280-32289.5 Comprehensive safety plan
49060-49079 Student records
49602 Confidentiality of student information
49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE & INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent
5850-5886 Children's Mental Health Services Act

MANAGEMENT RESOURCES

California Department of Education Publication: Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008
California Department of Education Publication: Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2019
Centers for Disease Control and Prevention Publica: School Connectedness: Strategies for increasing Protective Factors Among Youth, 2009
Court Decision: Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554
Nat'l Assoc. Of School Psychologists Publication: Preventing Suicide: Guidelines for administrators and Crisis Teams, 2015
U.S. Dept. of Health & Human Services Publication: National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012
U.S. Dept. of Health & Human Services Publication: Preventing Suicide: A Toolkit for High Schools, 2012
Website: Suicide Prevention Lifeline
Website: Suicide Prevention Resource Center
Website: Trevor Project
Website: U.S. Department of Health and Human Services, Substance Abuse and mental Health Services Administration
Website: American Association of Suicidology
Website: American Foundation for Suicide Prevention
Website: American Psychological Association
Website: California Department of Education, Mental Health
Website: California Department of Health Care Services, Mental Health Services
Website: Centers for Disease control and Prevention, Mental Health
Website: National Association of School Psychologists
Website: National Institute for Mental Health
Website: American School Counselor Association

Proposed: May 21, 2025 (First read)
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 ~~their~~ families to those services. Training ~~M~~materials may also ~~may~~ include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Additionally, ~~S~~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 ~~bereaved~~ by suicide; students with ~~disabilities~~ 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 ~~youth.~~

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 ~~person's~~ 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. ~~School and community resources and services, including resources and services that meet the specific needs of high-risk groups.~~ The importance of early prevention and intervention in reducing the risk of suicide

7. ~~The importance of early prevention and intervention in reducing the risk of suicide~~ 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 ~~6~~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, ~~and/or~~ 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, ~~referenced, or~~ 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 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 best to 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: May 21, 2025 (First read)
Revised: March 23, 2022
Adopted: June 28, 2017

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

10. BOARD POLICY 5145.13, RESPONSE TO IMMIGRATION ENFORCEMENT, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

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

Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, the Educational Services Department has begun a review of the department's Board Policies and Administrative Regulations and is presenting updates to these policies for review and approval. The current Board Policy and Administrative Regulation has not been previously adopted by the district.

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 Administrative Regulation is attached.

ATTACHMENTS

Board Policy 5145.13 - Draft
Administrative Regulation 5145.13 - Draft

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: May 21, 2025 (First read)

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: May 21, 2025 (First read)

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

11. BOARD POLICY 6163.4, STUDENT USE OF TECHNOLOGY

RECOMMENDATION

The Board of Education is requested to receive for first reading 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. The current Board Policy does not reflect any updates since February 8, 2012.

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

Board Policy 6163.4 - Draft

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 ~~information technology resources (computers, mobile electronic devices, network access, computer and network applications) provided by the district be used in a safe, responsible and proper manner in support of the instructional program and for the advancement of student learning.~~ 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 ~~appropriate and ethical use of district information technology resources, user obligations and responsibilities, and the consequences for inappropriate use and/or unlawful activities in accordance with district policies and regulations.~~ 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.

~~The Superintendent or designee shall annually provide age-appropriate instruction regarding safe and appropriate behavior when using information technology resources. Such instruction shall include, but not be limited to, ethical and lawful behavior, protecting personal information, determining the validity of information resources, safe interactions with outside individuals, how to report inappropriate or offensive content or threats, and how to respond when subjected to harassment.~~

~~The Superintendent or designee shall implement rules and procedures to ensure that the district information and technology resources has technology protection measures that block or filter access to inappropriate material, visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.~~

~~Staff shall supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.~~

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: May 21, 2025 (First read)
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: 2025-05-21

AGENDA ITEM TITLE:

12. BOARD POLICY 6159, INDIVIDUALIZED EDUCATION PROGRAM, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 6159, *Individualized Education Program*, and its accompanying administrative regulation recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, the Educational Services Department has begun a review of the department's Board Policies and Administrative Regulations and is presenting updates to these policies for review and approval.

Background:

School districts receive regular policy updates from the California School Boards Association (CSBA) which are compared to existing policies to determine the extent of modification that is needed.

Budget Implication ($ Amount):

Legal References:

Additional Information:

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

ATTACHMENTS

Board Policy 6159 Proposal May 21, 2025.pdf
Regulation 6159 Proposal May 21, 2025 (1).pdf

INDIVIDUALIZED EDUCATION PROGRAM

The Governing Board desires to provide full educational ~~alternatives that afford students with disabilities full educational opportunities~~. opportunities to all students with exceptional needs. Students with ~~disabilities~~ exceptional needs shall receive a free appropriate public education (FAPE) and, ~~be placed in the least restrictive environment which meets their needs to the extent provided by law~~. to the maximum extent possible, shall be educated in the least restrictive environment with nondisabled students

For each student with exceptional needs, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. The Superintendent or designee shall develop administrative regulations regarding the ~~appointment of the individualized education program~~ membership of the (IEP) team, ~~the contents of the IEP, and the development, review, and revision of the IEP.~~ the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes.

~~To the extent permitted by federal law, a foster parent shall have the same rights relative to his/her foster child's IEP as a parent/guardian.~~ The district shall make FAPE available to individuals with disabilities ages 3-21 who reside in the district, including: (Education Code 56040; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school

2. Students who are placed by the district in a nonpublic, nonsectarian school

3. Individuals age 18-21 years who are incarcerated in an adult correctional facility and were identified as being an individual with disabilities or had an IEP in their prior educational placement

Proposed: May 21, 2025 (First read)
Reviewed: May 11, 2011
(Revised: September 24, 2008)

INDIVIDUALIZED EDUCATION PROGRAM

At the beginning of each school year, the district shall have an individualized education program (IEP) in effect for each student with an exceptional need within district jurisdiction. The IEP shall be a written statement that is developed, reviewed, and revised by the IEP team to meet the unique educational needs of a student with an exceptional need. (Education Code 56344, 56345; 34 CFR 300.320, 300.323)

Members of the ~~Individualized Education Program~~ IEP Team

~~The district shall ensure that the individualized education program (IEP) team for any student with a disability includes the following members:~~ Unless excused by written agreement in accordance with Education Code 56341, the IEP team for any student with an exceptional need shall include the following members: (Education Code 56341, 56341.5; 20 USC 1414; 34 CFR 300.321)

~~1.~~ One or both of the student's parents/guardians, and/or a representative selected ~~by the parent/guardian;~~ them.

To the extent permitted by federal law, a foster parent shall have the same rights relative to a foster child's IEP as a parent/guardian. (Education Code 56055)

~~2. At least one general education teacher;~~ If the student is or may be participating in the general education program, at least one of the student's general education teachers designated by the Superintendent or designee to represent the student's general education teachers

~~If more than one general education teacher is providing instructional services to the student, the district may designate one such teacher to represent the others.~~ The general education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of appropriate positive behavioral interventions, supports, and other strategies for the student, and supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320. (Education Code 56341; 20 USC 1414; 34 CFR 300.324

~~3. Not less than one special education teacher or, where appropriate, not less than one special education provider for the student;~~ At least one of the student's special education teachers or, where appropriate, special education providers

~~4.~~ A representative of the district who is~~: an Administrator or designee:~~

a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with ~~disabilities;~~

exceptional needs

b. Knowledgeable about the general education curriculum~~;~~

c. Knowledgeable about the availability of district ~~and/or Special Education Local Plan Area (SELPA)~~ resources.

~~d. Authorized to commit resources; and~~

~~e. Ensure IEP program services are implemented.~~

~~5.~~ An individual who can interpret the instructional implications of assessment results.

This individual may already be a member of the team as described in items ~~#1-4~~ #2-4 above or in item #6 below~~;~~.

~~6.~~ At the discretion of the parent/guardian or ~~district,~~ Superintendent or designee, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate;

The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.

~~7.~~ Whenever appropriate, the student ~~with the disability;~~

In the development, review, or revision of the IEP, the student shall be allowed to provide confidential input to any representative of the IEP team. (Education Code 56341.5)

~~8. For transition service consideration:~~

~~a. The student, regardless of his/her age, if the purpose of the meeting is the consideration of the student's postsecondary goals and the transition services needed to assist him/her in reaching those goals pursuant to 34 CFR 300.320(b).~~

~~If the student does not attend the IEP team meeting, the district shall take other steps to ensure that the student's preferences and interests are considered;~~

~~b. To the extent appropriate, and with the consent of the parent/guardian, a representative of any other agency that is likely to be responsible for providing or paying for transition services.~~

When the student is suspected of having a specific learning disability, at least one individual who is qualified to conduct individual diagnostic examinations of the student such as a school psychologist, speech language pathologist, or remedial reading teacher

In accordance with 34 CFR 300.310, at least one team member other than the student's general education teacher shall observe the student's academic performance and behavior in the areas of difficulty in the student's learning environment, including in the general education classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age.

In the following circumstances, the Superintendent or designee shall invite other specified individuals to an IEP team meeting:

1. When the student has been placed in a group home by the juvenile court, a representative of the group home shall be invited to attend the IEP team meeting (Education Code 56341.

2. Whenever the IEP team is meeting to consider the student's postsecondary goals and the transition services needed to assist the student in reaching the goals, the following individuals shall be invited to attend: (34 CFR 300.321)

    a. The student, regardless of the student's age

        If the student does not attend the IEP team meeting, the Superintendent or designee shall take other steps to ensure that the student's preferences and interests are considered.

    b. To the extent appropriate, and with the consent of the parent/guardian or adult student, a representative of any other agency that is likely to be responsible for providing or paying for the transition services

3. If the student was previously served under the Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), and upon request of the student's parent/guardian, the Superintendent or designee shall invite the Infant and Toddlers with Disabilities Coordinator or other representative of the early education or early intervention system to the initial IEP team meeting to assist with the smooth transition of services (Education Code 56341; 20 USC 1414; 34 CFR 300.321)

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian and the district agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion

of the IEP team member's area of the curriculum or related service, the member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. (Education Code 56043, 56341; 20 USC 1414; 34 CFR 300.321)

~~9. For students suspected of having a specific learning disability in accordance with 34 CFR 300.540 and 300.542, at least one individual who is qualified to conduct individual diagnostic examinations of the student, such as a school psychologist, speech language pathologist, or remedial reading teacher.~~

~~In accordance with 34 CFR 300.542, at least one team member other than the student's general education teacher shall observe the student's academic performance in the regular classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age; and/or~~

~~10. For students who have been placed in a group home by the juvenile court, a representative of the group home.~~

~~If a student with a disability is identified as potentially requiring mental health services, the district shall request the participation of the county mental health program in the IEP team meeting prior to referring the student to a county mental health agency for services.~~

~~Upon request of the parent/guardian of a child who was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), the district shall invite the Infant and Toddlers with Disabilities Coordinator or other representative of the early education or early intervention system to the initial IEP team meeting to assist with the smooth transition of services.~~

~~A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian and the district agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion of the IEP team member's area of the curriculum or related service, the member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the parent/guardian and team written into the development of the IEP prior to the meeting.~~

~~IEP Team Meetings: Parent/Guardian Notice and Attendance~~

Contents of the IEP

~~The Superintendent or designee or case manager shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting and scheduling the meeting at a mutually agreed upon time and place.~~

~~The Superintendent or designee or case manager shall send parents/guardians notices of IEP team meetings early enough to ensure that they will have an opportunity to~~

~~attend. These notices shall:~~

~~1. Indicate the purpose, time, and location of the meeting;~~

~~2. Indicate who will be in attendance at the meeting;~~

~~3. Inform the parents/guardians of the provisions of 34 CFR 300.345(b)(1)(ii) relating to their right to have on the IEP team other individuals who have knowledge or special expertise about the student;~~

~~4. For students beginning at age 16 (or younger than 16 if deemed appropriate by the IEP team):~~

~~a. Indicate that the purpose of the meeting will the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1 and 20 USC 1414(d)(1)(A)(i)(VIII);~~

~~b. Indicate that the district will invite the student to the IEP team meeting;~~

~~c. Identify any other agency that will be invited to send a representative~~

~~At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321.~~

~~If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conference, individual or conference telephone calls.~~

~~An IEP team meeting may be conducted without a parent/guardian in attendance if the district is unable to convince the parent/guardian that he/she should attend. In this case, the district shall maintain a record of its attempts to arrange a mutually agreed upon time and place for the meeting, including:~~

~~1. Detailed records of telephone calls made or attempted and the results of those calls;~~

~~2. Copies of correspondence sent to the parent/guardian and any response received; and~~

~~3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits.~~

~~Parents/guardians and the district shall have the right to audiotape the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the district gives notice of intent to audiotape a meeting, and the parent/guardian objects or refuses to attend because the meeting would be audiotaped, the meeting shall not be audiotaped. Parents/guardians also have the right to:~~

~~1. Inspect and review the audiotapes~~

~~2. Request that the audiotapes be amended if the parents/guardians believe they contain information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights~~

~~3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights~~

~~The district shall take any action necessary to ensure that the parent/guardian understands the proceedings at a meeting, including arranging for an interpreter for parent/guardians with deafness or whose native language is not English.~~

The IEP shall include, but not be limited to, all of the following: (Education Code 56345, 56345.1; 20 USC 1414; 34 CFR 300.320)

1. A statement of the present levels of the student's academic achievement and functional performance, including:

    a. The manner in which the exceptional need affects the student's involvement and progress in the general education curriculum (i.e., the same curriculum as for a student without exceptional needs)

    b. For a preschool student, as appropriate, the manner in which the exceptional need affects the student's participation in appropriate activities

c. For a student with an exceptional need who takes alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives

2. A statement of measurable annual goals, including academic and functional goals, designed to:

   a. Meet the student's needs that result from an exceptional need in order to enable the student to be involved in and make progress in the general education curriculum

   b. Meet each of the student's other educational needs that result from the exceptional need

3. A description of the manner in which the student's progress toward meeting the annual goals described in Item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards

4. A statement of the special education instruction and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student to:

   a. Advance appropriately toward attaining the annual goals

   b. Be involved and make progress in the general education curriculum in accordance with Item #1 above and to participate in extracurricular and other nonacademic activities

   c. Be educated and participate with other students with exceptional needs and students without exceptional needs in the activities described in the IEP

5. An explanation of the extent, if any, to which the student will not participate with students without exceptional needs in the regular class and in extracurricular and other nonacademic activities described in the IEP

6. A statement of any appropriate individual accommodations necessary to measure the academic achievement and functional performance of the student on state and districtwide assessments

If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or districtwide assessment, the student's IEP shall also include a statement of the reason that the student cannot participate in the regular assessment and the reason that the particular alternate assessment selected is appropriate.

7. The projected date for the beginning of the services and modifications described in Item #4 above and the anticipated frequency, location, and duration of those services and modifications

8. If determined appropriate by the IEP team, when the student starts high school or not later than the first IEP to be in effect when the student is 16 years of age, or younger, and updated annually thereafter, the following:

    a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills

    b. The transition services, including courses of study, needed to assist the student in reaching those goals

9. A description of the means by which the IEP will be provided under emergency conditions, as described in Education Code 46392, in which instruction and/or services cannot be provided to the student either at the school or in person for more than 10 school days

    The description shall take into account public health orders and shall include special education and related services, supplementary aids and services, transition services, and extended school year services.

10. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of the rights, if any, that will transfer to the student upon reaching age 18, pursuant to Education Code 56041.5

11. For a student in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation

12. For a student whose native language is not English, linguistically appropriate goals, objectives, programs, and services

13. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of a free appropriate public

education (FAPE)

14. If the student is to be transferred from a special class or nonpublic, nonsectarian school into a general education program in a public school for any part of the school day, provision for transition into the general education program including descriptions of activities intended to:

    a. Integrate the student into the general education program, including the nature of each activity and the time spent on the activity each day or week

    b. Support the transition of the student from the special education program into the general education program

15. For a student with low incidence disabilities, specialized services, materials, and equipment consistent with the guidelines pursuant to Education Code 56136

To assist a student who is blind, has low vision, or is visually impaired to achieve the student's maximum potential, the IEP team may consider instruction in the expanded core curriculum, including compensatory skills such as Braille, concept development, or other skills needed to access the core curriculum; orientation and mobility; social interaction skills; career technical education; assistive technology, including optical devices; independent living skills; recreation and leisure; self-determination; and sensory efficiency. When appropriate, such services may be offered before or after school. (Education Code 56353)

Development of the IEP

Within 30 days of a determination that a student needs special education and related services, the Superintendent or designee shall ensure that a meeting to develop an initial IEP is conducted. (Education Code 56043; 34 CFR 300.323)

Any IEP required as a result of an assessment of a student shall be developed within 60 days from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. Days between the student's regular school sessions, terms, or vacation of more than five school days shall not be counted. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene. (Education Code 56043, 56344)

However, when the IEP is required as a result of an assessment of a student for whom a referral has been made 30 days or less prior to the end of the preceding regular school year, the IEP shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56344)

In developing the IEP, the IEP team shall consider all of the following: (Education Code 56040.6, 56341.1, 56345; 20 USC 1414; 34 CFR 300.324)

1. The strengths of the student

2. The concerns of the parents/guardians for enhancing the education of their child

3. The results of the initial or most recent assessment of the student

4. The academic, developmental, and functional needs of the student

5. In the case of a student whose behavior impedes the student's learning or that of others, the use of positive behavioral interventions and supports and other strategies to address that behavior

6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP

7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille

   However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an assessment of the student's reading and writing skills, needs, and appropriate reading and writing media, including an assessment of future needs for instruction in Braille or the use of Braille.

8. The communication needs of the student and, in the case of a student who is deaf, hard of hearing, or deaf-blind, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode

   The team shall also consider placements, related services, and program options that provide the student with an equal opportunity for communication access, as described in Education Code 56345.

9. Whether the student requires assistive technology devices and services, including artificial intelligence devices and services

If, in considering the special factors in Items #1-9 above, the IEP team determines that the student needs a particular device or service, including an intervention, accommodation, or other program modification, in order to receive FAPE, the team shall include a statement to that effect in the student's IEP. (Education Code 56341.1)

Provision of Special Education and Related Services

The district shall ensure that, as soon as possible following development of the IEP, special

education and related services are made available to the student in accordance with the IEP. (Education Code 56344; 34 CFR 300.323)

The Superintendent or designee shall ensure that the student's IEP is accessible to each general education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. The Superintendent or designee also shall ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP. (34 CFR 300.323)

If an orientation and mobility evaluation is determined to be needed for a student who is blind, has low vision, or is visually impaired, the evaluation shall be conducted by a person who is appropriately certified as an orientation and mobility specialist and shall occur in familiar and unfamiliar environments, in varying lighting conditions, and in the home, school, and community, as appropriate. The Superintendent or designee may require annual written parent/guardian consent to provide orientation and mobility services when such services are provided before or after school and when they are provided away from the school site. (Education Code 56354; 5 CCR 3051.3)

If a student's IEP requires the provision of assistive technology devices or services, including artificial intelligence services, the district shall provide such devices or services and shall, on a case-by-case basis, provide for the use of school-purchased devices or services in the student's home or other settings if the IEP team determines that the student needs access to those devices or services in order to receive FAPE. If a student who requires the use of an assistive technology device or services transfers to another local educational agency, the district shall provide the student with continued access to that device or services or a comparable device or service for two months from the date the student ceased to be enrolled in the district or until alternative arrangements can be made to provide access to the device, whichever occurs first. (Education Code 56040.3; 34 CFR 300.105)

Review and Revision of the IEP

The Superintendent or designee shall ensure that the IEP team reviews the IEP periodically, but at least annually, in order to: (Education Code 56043, 56341.1, 56380; 20 USC 1414; 34 CFR 300.324)

1. Determine whether the annual goals for the student are being achieved

2. Revise the IEP, as appropriate, to address:

    a. Any lack of expected progress toward the annual goals and in the general education curriculum, where appropriate

    b. The results of any reassessment conducted pursuant to Education Code 56381

c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 300.305 and Education Code 56381

d. The student's anticipated needs

e. Any other relevant matter

3. Consider the special factors listed in Items #5-9 above, under "Development of the IEP," when reviewing the IEP of any student with an exceptional need to whom one of those factors may apply

The IEP team shall also meet at any other time upon request by the student's parent/guardian or teacher to review or revise the IEP. (Education Code 56343)

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043, 56343.5)

A regular education or special education teacher may request a review of the classroom assignment of a student with an exceptional need by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. (Education Code 56345.1; 20 USC 1414; 34 CFR 300.324)

If a student with an exceptional need residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the Superintendent or designee shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)

To the extent possible, the Superintendent or designee shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414; 34

CFR 300.324)

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the Superintendent or designee may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the Superintendent or designee shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (Education Code 56380.1; 20 USC 1414; 34 CFR 300.324)

Audio Recording of IEP Team Meetings

Parents/guardians and the Superintendent or designee shall have the right to audio record the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Superintendent or designee gives notice of intent to audio record a meeting and the parent/guardian objects or refuses to attend because the meeting would be audio recorded, the meeting shall not be audio recorded. Parents/guardians also have the right to: (Education Code 56341.1)

1. Inspect and review the audio recordings

2. Request that an audio recording be amended if they believe it contains information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights

3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

Parent/Guardian Participation and Other Rights

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with an exceptional need are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall send parents/guardians notices of IEP team meetings that: (Education Code 56341.5; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting

2. Indicate who will be in attendance at the meeting

3. Inform them of:

    a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341

b. The provision of Education Code 56341 relating to the participation of the Infant and Toddlers with Disabilities Coordinator at the initial IEP team meeting, if the student was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004)

Additionally, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with an exceptional need who is 16 years of age or older, or younger than 16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1, 20 USC 1414, and 34 CFR 300.320

2. An indication that the student is invited to the IEP team meeting

At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

The parent/guardian shall have the right and opportunity to examine all of the student's

school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting the student, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the Superintendent or designee shall provide complete copies of the records within five business days. (Education Code 56043, 56504)

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414; 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the Superintendent or designee is unable to convince the parent/guardian to attend. In such a case, the Superintendent or designee shall maintain a record of the attempts to arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls

2. Copies of correspondence sent to the parent/guardian and any responses received

3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

The Superintendent or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall give the parents/guardians of a student with an exceptional need a copy of the IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

~~Parent/Guardian Consent~~
Parent/Guardian Consent for Provision of Special Education and Services

Before providing special education and related services~~,~~ to any student pursuant to 20 USC 1414, the Superintendent or designee shall seek to obtain informed consent of the student's parent/guardian. (Education Code 56346) ~~the district shall seek to obtain informed consent pursuant to 20 USC 1414(a)(1). The district shall not provide services by utilizing the due process hearing procedures pursuant to 20 USC 1415(f) if the parent/guardian refuses to consent to the initiation of services. If the parent/guardian does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student.~~

~~If the district determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with a free appropriate public education (FAPE), a due process hearing shall be initiated in accordance with 20 USC 1415(f). While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the district agree otherwise.~~

~~If at any time subsequent to the initial provision of services, the student's parent/guardian revokes consent, in writing, for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The district shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student.~~

~~Prior to the discontinuation of services, the Superintendent or designee may offer to meet with the parents/guardians to discuss concerns for the student's education. However, this meeting shall be voluntary on the part of the parent/guardian and shall not delay the implementation of the parent/guardian's request for discontinuation of services. In addition, the Superintendent or designee shall send a letter to the~~

~~parent/guardian confirming the parent/guardian's decision to discontinue all services.~~

~~When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.~~

If the parent/guardian fails to respond or refuses to consent to the initiation of services, the district shall not use the due process hearing procedures pursuant to 20 USC 1415 to obtain agreement or a ruling that the services may be provided to the student. In such circumstances, the district shall not be required to convene an IEP team or develop an IEP for the student. (Education Code 56346)

If the parent/guardian consents in writing to the receipt of special education and related services for the student but does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student. If the Superintendent or designee determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with FAPE, a due process hearing shall be initiated in accordance with 20 USC 1415. While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the Superintendent or designee agree otherwise. (Education Code 56346)

If at any time subsequent to the initial provision of services, the student's parent/guardian, in writing, revokes consent for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The Superintendent or designee shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (Education Code 56346; 34 CFR 300.300, 300.503)

Prior to the discontinuation of services, the Superintendent or designee may offer to meet with the parents/guardians to discuss concerns for the student's education. However, this meeting shall be voluntary on the part of the parent/guardian and shall not delay the implementation of the parent/guardian's request for discontinuation of services.

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

~~Contents of the IEP~~

~~The IEP shall be a written statement determined in a meeting of the IEP team. It shall include, but not be limited to, all of the following:~~

1. ~~A statement of the present levels of the student's academic achievement and functional performance, including the manner in which the student's disability affects his/her involvement and progress in the general curriculum (i.e., the same curriculum as for non-disabled students).~~

a. For a preschool child, as appropriate, the manner in which the disability affects his/her participation in appropriate activities; or

b. For students with disabilities who take alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives.

2. A statement of measurable annual goals, including academic and functional goals, designed to do the following:

a. Meet the student's needs that result from his/her disability in order to enable the student to be involved in and progress in the general curriculum; and

b. Meet each of the student's other educational needs that result from the student's disability.

3. A description of the manner in which the progress of the student toward meeting the annual goals described in item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards.

4. A statement of the specific special educational instruction and related services and supplementary aids and services, based on peer-reviewed research, to the extent practicable, to be provided to the student, or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided for the student to:

a. Advance appropriately toward attaining the annual goals;

b. Be involved and make progress in the general curriculum in accordance with item #1 above and to participate in extracurricular and other nonacademic activities; and

c. Be educated and participate with other students with disabilities and non-disabled students in the activities described in Education Code 56345(a).

5. An explanation of the extent, if any, to which the student will not participate with non-disabled students in the regular class and in the extracurricular and other nonacademic activities described in item #4(c) above.

6. A statement of any individual appropriate accommodations that are necessary to measure the academic achievement and functional performance of the student on state and district-wide assessments.

If the IEP team determines that the student shall take an alternate assessment

on a particular state or district-wide assessment, a statement of the following:

a. The reason that the student cannot participate in the regular assessment; and

b. The reason that the particular alternate assessment selected is appropriate for the student.

7. The projected date for the beginning of the services and modifications described in item #4 above and the anticipated frequency, location, and duration of those services and modifications.

8. Beginning not later than the first IEP to be in effect when the student is 16 years of age, and updated annually thereafter, the following shall be included:

a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills; and

b. The transition services, including courses of study, needed to assist the student in reaching those goals.

9. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of his/her rights, if any, pursuant to Education Code 56041.5 that will transfer to the student upon reaching age 18.

Where appropriate, the IEP shall also include:

1. For students in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation.

2. Linguistically appropriate goals, objectives, programs, and services for students whose native language is not English.

3. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of a free appropriate public education.

4. Provision for transition into the regular education program if the student is to be transferred from a special class or center, or nonpublic, nonsectarian school, into a regular education program in a public school for any part of the school day. The IEP shall include descriptions of activities intended to:

a. Integrate the student into the regular education program, including indications of the nature of each activity and the time spent on the activity each day or week.

b. Support the transition of the student from the special education program into the regular education program.

5. Specialized services, materials, and equipment for students with low incidence disabilities, consistent with the guidelines pursuant to Education Code 56136 Development, Review, and Revision of the IEP.

In developing the IEP, the IEP team shall consider the following:

a. The strengths of the student;

b. The concerns of the parents/guardians for enhancing the education of their child;

c. The results of the initial assessment or most recent assessment of the student;

d. The academic, developmental, and functional needs of the student;

e. In the case of a student whose behavior impedes his/her learning or that of others, if appropriate, the use of positive behavioral interventions and supports and other strategies to address that behavior.

6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP.

7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille. However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based upon an assessment of the student's reading and writing skills, his/her future needs for instruction in Braille or the use of Braille, and other appropriate reading and writing media.

8. The communication needs of the student, and in the case of a student who is deaf or hard of hearing, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode. The team shall also consider the related services and program options that provide the student with an equal opportunity for communication access, as described in Education Code 56345.

9. Whether the student requires assistive technology devices and services.

If, in considering the special factors in items #1-9 above, the IEP team determines that a student needs a particular device or service, including an intervention, accommodation,

~~or other program modification, in order to receive a free appropriate public education, the IEP team must include a statement to that effect in the student's IEP.~~

~~The IEP team shall:~~

1. ~~Review the IEP periodically, but at least annually, to determine whether the annual goals for the student are being achieved and to revise the IEP, as appropriate, addressing, among other matters, the following:~~

   a. ~~Any lack of expected progress toward the annual goals and in the general curriculum, where appropriate;~~

   b. ~~The results of any reassessment conducted pursuant to Education Code 56381.~~

   c. ~~Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to Education Code 56381(b);~~

   d. ~~The student's anticipated needs; and/or~~

   e. ~~Other relevant matters.~~

~~If a student with disabilities residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the district shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs.~~

Transfer Students

~~If a student with a disability transfers to this district from a district within this district's SELPA during the school year, this district shall continue, without delay, to provide services comparable to those described in the existing IEP, unless the parent/guardian and district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law.~~

~~If a student with a disability transfers to this district from a California district outside of this district's SELPA during the school year, the district shall provide the student with a free appropriate public education, including services comparable to those described in the previous district's IEP. Within 30 days, the district shall, in consultation with the parents/guardians, adopt the other district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law.~~

~~If a student with a disability transfers to this district from a district out of state during the school year, the district shall provide the student with a free appropriate public education, including services comparable to the out of state district's IEP, in consultation with the parent/guardian, until such time as the district conducts an assessment, if the district determines such an assessment is necessary, and develops a new IEP, if~~

~~appropriate.~~

~~To facilitate the student's transition, the district shall take reasonable steps to promptly obtain the records of a student with disabilities transferring into this district, including his/her IEP and the supporting documents related to the provision of special education services.~~
To facilitate the transition of a student with an exceptional need who is transferring into the district, the Superintendent or designee shall take reasonable steps to promptly obtain the student's records, including the IEP and the supporting documents related to the provision of special education services. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from another school district within the same Special Education Local Plan Area (SELPA) during the school year, the district shall continue to provide services comparable to those described in the student's existing IEP, unless the student's parent/guardian and the district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from a school district outside of the district's SELPA during the school year, the district shall provide the student with FAPE, including services comparable to those described in the previous district's IEP in consultation with the student's parent/guardian, for a period not to exceed 30 days. By the end of that period, the district shall either adopt the previous district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from an out-of-state district during the school year, the district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in consultation with the parent/guardian, until such time as the Superintendent or designee conducts an assessment, if it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate. (Education Code 56325; 34 CFR 300.323)

~~Due Process/Mediation~~

~~A student shall not be required to participate in all or part of any special education program unless the parent/guardian is first informed, in writing, of the facts that make participation in the program necessary or desirable and the contents of the IEP, and the parent/guardian consents, in writing, to all or part of the IEP after receiving this notice. If the parent/guardian does not consent to all of the components of the IEP, then those components of the IEP to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student.~~

~~If the Superintendent or designee determines that a part of the proposed IEP to which the parent/guardian does not consent is necessary in order to provide a free appropriate public education to the student, he/she shall either initiate a due process hearing or a pre-hearing mediation conference with the state pursuant to Education Code 56500.3.~~

~~While the due process hearing or pre-hearing mediation conference is pending, the~~

~~student shall remain in his/her current placement unless the parent/guardian and the Superintendent or designee agree otherwise.~~

~~While a due process hearing is pending, the Superintendent or designee may choose to meet informally with the parent/guardian pursuant to Education Code 56502 or may hold a mediation conference pursuant to Education Code 56503. If a due process hearing is held, the hearing decision shall be the final administrative determination and shall be binding upon the parties.~~

Proposed: May 21, 2025 (First Read)
Revised: May 11, 2011
(Revised: September 24, 2008)
(Adopted: June 23, 1999)

Agenda Item Details

Meeting Date: 2025-05-21

AGENDA ITEM TITLE:

13. BOARD POLICY 6159.2, NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL EDUCATION, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 6159.2, *Nonpublic, Nonsectarian School and Agency Services for Special Education* , and its accompanying administrative regulation recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, the Educational Services Department has begun a review of the department's Board Policies and Administrative Regulations and is presenting updates to these policies for review and approval.

Background:

Budget Implication ($ Amount):

Legal References:

Additional Information:

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

ATTACHMENTS

Policy 6159.2 Proposed May 21, 2025.pdf
Regulation 6159.2 Proposed May 21, 2025.pdf

NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL EDUCATION

The Governing Board ~~may contract with state-certified nonpublic, nonsectarian schools or agencies to provide special education services or facilities when an appropriate public education program is not available.~~

~~When entering into agreements with nonpublic, nonsectarian schools or agencies, the Board shall consider the needs of the individual student and the recommendations of the individualized education program (IEP) team. The IEP team shall remain accountable for monitoring the progress of students placed in nonpublic, nonsectarian programs towards the goals identified in each student's IEP.~~
recognizes its responsibility to provide a free appropriate public education to students with exceptional needs in accordance with law. When the district is unable to provide direct special education and/or related services to students with exceptional needs, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in an NPS/A, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with exceptional needs and complies with staff training requirements in accordance with Education Code 56366 and 56366.1.

Additionally, the Superintendent or designee, such as the district's liaison for foster youth, shall verify that for any student served by an NPS/A who is a foster youth, the NPS/A agrees to serve as the school of origin of the foster youth and allow the foster youth to continue the foster youth's education in the NPS/A in accordance with Education Code 56366.1.

The Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the certification has not expired.

Within 14 days of becoming aware of any change to the certification status of an NPS/A, including, but not limited to, receiving notification of a determination to suspend or revoke the certification of the NPS/A pursuant to Education Code 56366.4, the district

shall notify, through email or regular mail, the parents/guardians of any district student who attends the NPS/A of the change in certification status, which includes a copy of procedural safeguards. The district shall maintain a record of such notice and make the notice available for inspection upon request by the California Department of Education. (Education Code 56366.45)

No district student with exceptional needs shall be referred to, or placed in, an NPS/A unless the student's individualized education program (IEP) team has determined that the placement is appropriate for the student. (Education Code 56342.1)

The district shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with exceptional needs who are enrolled in programs or receiving services provided by the NPS/A pursuant to the contract. (Education Code 56365)

In accordance with law, any student with exceptional needs placed in an NPS/A shall have all the rights and protections to which students with exceptional needs are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with exceptional needs is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the IEP.

The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.

The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

Proposed: May 21, 2025 (First Read)
Adopted: September 24, 2008

NONPUBLIC, NONSECTARIAN SCHOOL AND AGENCY SERVICES FOR SPECIAL EDUCATION

~~Placement and Services~~
Master Contract

~~Procedures specified in law shall govern the selection of appropriate nonpublic school or agency services.~~

~~Contracts with a nonpublic school or agency shall be made on forms provided by the California Department of Education and shall include an individual services agreement negotiated for each student. Individual services agreements shall be for the length of time for which nonpublic, nonsectarian school services are specified in the student's individualized education program (IEP), not to exceed one year. Changes in educational instruction, services or placement shall be made only on the basis of revisions to the student's IEP.~~

~~The master contract shall specify the general administrative and financial agreements between the nonpublic, nonsectarian school or agency and the district to provide the special education and designated instruction and services, as well as transportation specified in the student's IEP. The administrative provisions of the contract shall also include procedures for recordkeeping and documentation, and the maintenance of school records by the contracting district to ensure that appropriate high school graduation credit is received by the student. The contract may allow for partial or full-time attendance at the nonpublic, nonsectarian school.~~

~~The master contract shall include a description of the process being utilized by the district to oversee and evaluate placements in nonpublic, nonsectarian schools. This description shall include a method for evaluating whether the student is making appropriate educational progress.~~

~~The district IEP team shall annually review the IEP of a student placed in a nonpublic, nonsectarian school or agency. The student's IEP and contract shall specify the review schedules.~~

~~When a special education student meets the district requirements for completion of prescribed course of study and adopted differential proficiency standards as designated in the student's IEP, the district which developed the IEP shall award the diploma.~~

~~Out-of-State Placements~~

~~Before contracting with a nonpublic, nonsectarian school or agency outside California, the Superintendent or designee shall document the district's efforts to find an~~

~~appropriate program offered by a nonpublic, nonsectarian school or agency within California.~~

~~If the district decides to place a student with a nonpublic, nonsectarian school or agency outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California.~~

Every master contract between the district and a nonpublic, nonsectarian school or agency (NPS/A) shall specify the general administrative and financial agreements for providing special education and designated instruction and services. The master contract shall be for a term not to exceed one year and shall be renegotiated prior to June 30. Provisions of the contract shall include, but not be limited to: (Education Code 56366; 5 CCR 3062)

1. Student-teacher ratios

2. Transportation specified in a student's individualized education program (IEP)

   The contract shall not include special education transportation provided through the use of services or equipment owned, leased, or contracted by the district for students enrolled in the NPS/A unless provided directly or subcontracted by that NPS/A.

3. Procedures for recordkeeping and documentation

4. The maintenance of school records by the district to ensure that appropriate high school graduation credit is received by any participating student

5. An individual services agreement for each student, which will be negotiated for the length of time for which NPS/A special education and designated instruction and services are specified in the student's IEP

6. A description of the process to be utilized by the district to oversee and evaluate placements in the NPS/A, including a method for evaluating whether each student is making appropriate educational progress

7. Procedures and responsibilities for attendance and unexcused absences

8. General provisions related to modifications and amendments to the contract, waivers, disputes, contractor's status, conflicts of interest, termination, inspection and audits, compliance with applicable state and federal laws and regulations, and indemnification and insurance requirements

9. Payment schedules, including, but not limited to, payment amounts, payment demand, right to withhold, and audit exceptions

The contract may allow for partial or full-time attendance at the NPS/A. (Education Code

56366)

With mutual agreement of the district and NPS/A, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's educational instruction, services, or placement as outlined in the student's individual services agreement. (Education Code 56366)

The master contract or individual services agreement may be terminated for cause if either party gives 20 days' notice. However, the availability of a public education program initiated during the period of the contract shall not give cause for termination unless the parent/guardian agrees to transfer the student to the program. (Education Code 56366)

Placement and Services

For any student to be placed in an NPS/A, the Superintendent or designee shall develop an individual services agreement based on the student's IEP. Each individual services agreement shall specify the length of time authorized in the student's IEP for the NPS/A services, not to exceed one year. Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

At least once each year, the district shall: (Education Code 56366)

1. Evaluate the educational progress of each student placed in an NPS/A, including a review of state assessment results

2. During the annual meeting held to review the student's IEP pursuant to Education Code 56343, consider whether the student's needs continue to be best met at the NPS/A and whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting

Prior to the annual review of a student's IEP, the Superintendent or designee shall notify any high school district to which the student may transfer of the student's enrollment in an NPS/A. (5 CCR 3069)

When a special education student meets the district requirements for completion of the prescribed course of study as designated in the student's IEP, the district shall award the student a diploma of graduation. (5 CCR 3070)

However, a student with exceptional needs who entered the ninth grade in the 2022-23 school year or later shall be exempted from all coursework and other requirements adopted by the Governing Board that are in addition to the statewide course requirements for high

school graduation, if the student's IEP meets the criteria specified in law and Board Policy 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities. (Education Code 51225.31)

Additionally, the Superintendent or designee may, until July 1, 2031, exempt a student with exceptional needs who was enrolled in grade 10 or higher in the 2022-23 school year from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student meets the eligibility criteria specified in Education Code 51225.32.

Out-of-State Placements

Before contracting with an NPS/A outside California, the Superintendent or designee shall document the district's efforts to use public schools and/or to find an appropriate program offered by an NPS/A within California. (Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the costs of the special education and related services provided, and the district's efforts to locate an appropriate public school or NPS/A within California. (Education Code 56365)

If the district decides to place a student with an NPS/A outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

On-Site Visits

The Superintendent or designee shall conduct an on-site visit to an NPS/A before the placement of a student at the NPS/A, if the district does not have any other students currently enrolled at the NPS/A. (Education Code 56366.1)

At least once per year, the Superintendent or designee shall conduct an on-site monitoring visit to each NPS/A at which the district has a student attending and with which it maintains a master contract. The monitoring visit shall include, but is not limited to: (Education Code 56366.1)

1. A review of services provided to the student through the individual services agreement

2. A review of progress the student is making toward the goals set forth in the student's IEP

3. A review of progress the student is making toward the goals set forth in the student's behavioral intervention plan, if applicable

4. An observation of the student during instruction

5. A walkthrough of the facility

The district shall report the findings resulting from the monitoring visit to the California Department of Education within 60 calendar days of the on-site visit. (Education Code 56366.1)

Proposed: May 21, 2025 (First Read)
Adopted: September 24, 2008