



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



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



**MONROVIA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

325 E. Huntington Drive Monrovia, California 91016

**BOARD OF EDUCATION CLOSED SESSION  
Wednesday, February 26, 2025  
5:15 p.m. - Superintendent's Office**

**BOARD OF EDUCATION OPEN SESSION MEETING  
Wednesday, February 26, 2025  
6:30 p.m. - Board Room**

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

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

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

1. Collective Bargaining Session (Government Code Section 54957.6) - for the purpose of discussing matters within the scope of representation and instructing its designated representatives for negotiations with the California School Employees Association (CSEA) and the Monrovia Teachers' Association (MTA).
2. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
3. Employee Performance Evaluation (Government Code Section 54957)  
Title: Superintendent

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

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

1. Meeting called to order by presiding chairperson, \_\_\_\_\_ at \_\_\_\_\_ pm.
2. Pledge of Allegiance by Bradoaks Elementary Science Academy, Principal Calvin McKendrick.

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 \_\_\_\_\_  
Kaitlyn Stergar, 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 February 12, 2025.**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member  
Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.  
[BM Minutes 02.12.2025.pdf](#)

**F. RECOGNITIONS AND COMMUNICATIONS**

1. The Board of Education would like to recognize the Food Services team for their work in providing student meals during school closures because of the Eaton Fire.
2. Board Member Reports
3. Student Board Member Report
4. Report from the Superintendent

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

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

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

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

### H. 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. 24/25-1068 - FINAL SETTLEMENT AGREEMENT**

The Board of Education is requested to approve a Final Settlement Agreement in regards to Student No. 8260224592 dated January 30, 2025.

[Settlement Agreement Report No. 10.pdf](#)

### **BUSINESS SERVICES**

#### **2. 24/25-2075 - 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 \$418,926.51 from January 27, 2025, through February 10, 2025; Warrants in the amount of \$1,277,686.85 paid from January 27, 2025, through February 10, 2025; Payroll in the amount of \$5,778,402.64 issued January 27, 2025, through February 10, 2025.

[BAI 2075 Purchase order & payment of bills \(a-c\)\\_2-26-25.pdf](#)

#### **3. 24/25-2076 - DISTRICT CASH RECEIPTS**

The Board of Education is requested to receive District cash receipts, Deposit Report No. 20 deposited January 27, 2025, for a total amount of \$611,523.20.

[BAI 2076 #20\\_2-26-25.pdf](#)

#### **4. 24/25-2077- ACCEPTANCE OF GIFTS**

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-09.

[Acceptance of Gifts #2025-09-02-26-25.pdf](#)

#### **5. 24/25-2078 - PROFESSIONAL SERVICE AGREEMENTS**

The Board of Education is requested to approve the Professional Service Agreements Report No. 8 for the Monrovia Unified School District 2024-25 school year.

[PSA Report No. 8 - February 26, 2025.pdf](#)

#### **6. 24/25-2079 - VENDOR CATERING AGREEMENTS**

The Board of Education is requested to approve the Vendor Catering Agreements report #3 for the purpose of fundraising events for the Monrovia Unified School District 2024-25

school year.

[Vendor Catering Agreements No. 3 - February 26, 2025 \(4\).pdf](#)

## **HUMAN RESOURCES**

### **7. 24/25-3053 - PERSONNEL ASSIGNMENTS**

The Board of Education is requested to approve Personnel Assignments Report #11.

[BRD REPORT 20250226 Personnel Report 11.pdf](#)

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

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

#### **1. 24/25-1069 - AGREEMENT WITH INSTRUTURE FOR A SUBSCRIPTION TO PARCHMENT**

The Board of Education is requested to approve a contract with Instructure for a subscription to Parchment. This subscription is designed to enhance the efficiency of the transcript and records request process for school districts. Additionally, it will facilitate the support of students as they navigate their pathways from enrollment to employment by providing them with easy and secure access to their records in the form of digital credentials. This agreement is proposed to be effective from February 27, 2025 to February 27, 2028.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.  
[Parchment\\_\\_Subscription\\_Agreement\\_2025.pdf](#)

#### **2. 24/25-1070 - MONROVIA HIGH SCHOOL TRACK & FIELD TEAM EXTENDED FIELD TRIP TO SAN DIEGO CALIFORNIA**

The Board of Education is requested to approve an overnight field trip for the Monrovia High School's Track and Field team to participate in the Mt. Carmel Invitational in San Diego, California, from March 28 to 29, 2025.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.  
[Mt.\\_Carmel\\_Invitational\\_\\_San\\_Diego\\_3-28-25\\_Redacted.pdf](#)

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

#### **3. 24/25-2080 - MEASURE MM PROJECT MANAGEMENT COMPANIES**

The Board of Education is requested to select a construction project management company to manage Measure MM Bond projects and to provide consultation services for additional facilities projects. The agreement with the selected project management company will be ratified at the next Board meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.  
[Monrovia\\_-\\_Dixon\\_-\\_Proposal.pdf](#)  
[Monrovia\\_-\\_TELACU\\_-\\_Proposal.pdf](#)

#### **4. 24/25-2081 – CONTRACT WITH GIGAKOM FOR UPS REPLACEMENT**

The Board of Education is requested to approve an award of a contract with GigaKOM for an E-Rate funded project to replace Uninterruptible Power Supplies (UPS) District-wide. Contingent upon the approval of E-Rate, the District will have the ability to replace outdated and nonfunctional battery backup units that keep network communications up during power outages.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

[Section 2- Monrovia USD\\_FY2025\\_UPS\\_REFRESH\\_RFP\\_Final.pdf](#)  
[GigaKOM- Monrovia Unified School District - IC-BM\\_Agreement\\_CONTRACT\\_2025\\_\\_F\\_.pdf](#)

#### **5. 24/25-2082 - PBK FENCING DESIGN FOR PLYMOUTH ELEMENTARY SCHOOL**

The Board of Education is requested to approve one of the two PBK Architects' fencing designs for the Plymouth Elementary School site.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

#### **6. 24/25-2083 - RESOLUTION 2425-26, PROCLAIMING MARCH 3-7, 2025, AS "NATIONAL SCHOOL BREAKFAST WEEK"**

The Board of Education is requested to adopt Resolution No.2425-26, proclaiming the week of March 3-7, 2025, as "*National School Breakfast Week.*"

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

[BAI\\_2083\\_Resolution\\_NO.2425-26\\_National\\_School\\_Breakfast\\_Week\\_2-26-25.pdf](#)

#### **7. 24/25-2084 - RESOLUTION 2425-27 DESIGNATING BANK ACCOUNT SIGNATORIES AND CARD HOLDERS**

The Board of Education is requested to adopt Resolution No. 2425-27 authorizing current District financial officers to make and authorize credit card transactions on behalf of Monrovia Unified School District.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

[BAI\\_2084\\_Res.\\_No.\\_2425-27\\_Designation\\_of\\_BofA\\_Sig.\\_2-26-25.pdf](#)

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

#### **8. 24/25-3055 - MEMORANDUM OF UNDERSTANDING (MOU) WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)**

The Board of Education is requested to approve a Memorandum of Understanding (MOU) with CSEA to approve the reclassification of the Special Education Administrative Secretary and Technology Administrative Secretary to *Administrative Secretary*.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

[CSEA Signed MOU \\_Admin Sec and job Description.pdf](#)

**9. 24/25-3057 - RESOLUTION 2425-24 RESOLUTION TO REDUCE OR DISCONTINUE PARTICULAR KINDS OF SERVICE**

The Board of Education is asked to approve resolution no. 2425-24 Regarding the Reduction or Discontinuance of Particular Kinds of Service.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.  
[Resolution 2425\\_24 Reduce or Discontinue PKS 2025.pdf](#)

**10. 24/25-3056 - APPROVAL OF AGREEMENT WITH BURNHAM BENEFITS INSURANCE SERVICES, FULL BENEFIT CONSULTING SERVICES**

The Board of Education is requested to approve a contract with Burnham Benefits to represent the district in negotiating health and welfare benefits for Monrovia USD employees, for a five-year term beginning February 27, 2025.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.  
[Monrovia\\_USD\\_Full\\_Services\\_Consulting\\_Agreement-\\_2.27.2025.pdf](#)

**J. FUTURE MEETING DATES**

- March 12, 2025; 6:30 p.m. - Regular Board of Education Meeting
- March 26, 2025; 6:30 p.m. - Regular Board of Education Meeting
- April 16, 2025; 6:30 p.m. - Regular Board of Education Meeting

**K. NEW BUSINESS**

Parent Teacher Conferences (TK-5th), March 3-7, 2025  
Parent Teacher Conferences (6-8th), March 17-21, 2025  
Cesar Chavez Day, March 28, 2025 (All Sites Closed)  
Spring Break, March 31 - April 4, 2025 (All Sites Closed)

Open House Schedule

- Canyon Early Learning Center - Thursday, March 27; 5:30 p.m. - 6:30 p.m.
- Bradoaks Elementary Science Academy - Tuesday, April 22; 5:30 p.m. - 7:00 p.m.
- Mayflower Elementary School - Thursday, April 17; 6:00 p.m. - 7:30 p.m.
- Monroe Elementary School - Tuesday, April 15; 6:00 p.m. - 7:30 p.m.
- Plymouth Elementary School - Tuesday, March 18; 5:15 p.m. - 7:00 p.m.
- Wild Rose School of Creative Arts - Tuesday, April 8; 5:30 p.m. - 7:00 p.m.
- Clifton Middle School - Thursday, March 20; 6:00 p.m. - 8:00 p.m.
- Santa Fe CSMS - Tuesday, March 25; 6:00 p.m. - 8:00 p.m.
- Monrovia High School - Wednesday, March 19; 6:00 p.m. - 8:00 p.m.
- Canyon Oaks HS/Mt. Park School - Monday, March 24; 5:30 p.m. - 7:00 p.m.

**L. 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, February 12, 2025

5:30 p.m. - Superintendent's Office

**BOARD OF EDUCATION OPEN SESSION MEETING**

Wednesday, February 12, 2025

6:30 p.m. - Board Room

**ADOPTED MINUTES**

**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 Stipulated Expulsion (Education Code 48912)  
Student ID No. 4696493387  
Education Code 48900(n), 48900.2, 48900(r)
2. Public Employee Appointment (Government Code 54957)  
Title: Interim Food Services Director
3. Public Employee Appointment (Government Code 54957)  
Title: Director of Maintenance, Operations, and Transportation
4. 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).
5. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
6. 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 Vice-President Travanti at 6:35 pm.
2. Pledge of Allegiance by Monroe Elementary School, Principal Richard Morrison
3. Roll Call:

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

Emily Brieno, 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

- In accordance with Education Code 48918(j), the Board will take final action in open session on the expulsion matters described in item 1 of the Closed Session agenda, in reference to Expulsion Case #2425-03. With regards to the stipulated expulsion for SSID #4696493387 for violation of Education Code 48900(r), 48900(n), and 48900.2, the Board approves the expulsion.  
Moved by Board Member Lockerbie, seconded by Board Member Gomez Tagle.  
Ayes: 3, Noes: 0, Abstain: 0, Absent: 2
- The Board of Education, in a vote of 3-0, voted to appoint Sandy Castro as Interim Food Services Director.
- The Board of Education, in a vote of 3-0, voted to appoint Jonathan Nava as Director of Maintenance, Operations, and Transportation.

Board Member Travanti recognized the loss of a teacher while respecting the family's request for privacy.

### 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.

- Move Information item K.1 to Presentation item H.2.
- Move Action items J.7 and J.8 up in the agenda to the beginning of Action, before J.1.

#### 2. Approve the Minutes of the Regular Board of Education Meeting on January 15, 2025.

[BM Minutes 01.15.2025.pdf](#)

#### 3. Approve the Minutes of the Special Board of Education Meeting on January 24, 2025.

[BM Minutes 01.24.2025.pdf](#)

Motion by Board Member Gomez Tagle to approve E.2 and E.3 as one item.

Seconded by Board Member Lockerbie. **Vote 3-0**

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

### F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education would like to recognize the maintenance and operations team for being on the front lines during the wind storms and Eaton Fire.
2. The Board of Education would like to recognize the custodial team for their work during and after the wind storms and Eaton Fire.
3. The Board of Education would like to recognize the Information Technology team for their work during the wind storms and Eaton Fire.
4. Board Member Reports
  - Board Member Travanti reported on reports of the Department of Education being defunded.

## 5. Student Board Member Report

- Student Board Member Brieno reported on COHS and Mt. Park School activities.

## 6. Report from the Superintendent

- Dr. Paula Hart Rodas introduced the new Clifton Administration team: Ashley Leone, Interim Principal, and Erika Ramirez Morales, Interim Assistant Principal. She reported on the district's commitment to ensure students' DEI protections continue, she reported on the fiscal Stabilization plan, the MCAS Job Fair, and Mayflower's 100<sup>th</sup> birthday celebration, and she thanked Ms. Maljian and Ms. Harbaugh for allowing the district to set up in their space during the wind storms and fires.

## **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.

- Dale Rogers commented on the Mayflower fence and field use by the public.

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

- Desiree Harbaugh commented on item J.7, Plymouth fencing.
- William Mattox commented on item K.1, MHS Pool and Water Polo.
- Zeke Westra commented on item K.1, MHS Pool.
- Joshua Boulton commented on item K.1, MHS Pool and Water Polo.
- Luca Suarez commented on item K.1, MHS Pool and Water Polo.
- Sydney Veltman commented on item K.1, MHS Pool and Water Polo.
- Karen DeClue commented on item K.1, MHS Pool.
- David DeClue commented on item K.1, MHS Pool.
- Melissa Savage commented on item K.1, MHS Pool.
- Rebecca Iler commented on item K.1, MHS Pool, Water Polo, and Swim
- Elizabeth Alonso commented on item K.1, MHS Pool.
- Kristine Rietze commented on item J.7, Plymouth fencing.
- Jennifer Minzey commented on item K.1, MHS Pool.

## **H. STAFF PRESENTATIONS**

### **1. MEASURE MM PROJECT MANAGEMENT COMPANIES**

The Board of Education is requested to select a construction project management company to manage Measure MM Bond projects and to provide consultation services for additional facilities projects. The agreement with the selected project management company will be ratified at the next Board meeting.

The Board received two presentations:

1. Dixon & Associates
2. Telacu Construction Management

**K. INFORMATION ITEMS (MOVED UP IN THE AGENDA)**

**1. The Board of Education will discuss the current status of the Monrovia High School Pool.**

**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 Gomez Tagle **Vote 3-0** Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond A.

**EDUCATIONAL SERVICES**

**1. 24/25-1063 - FINAL SETTLEMENT AGREEMENT**

The Board of Education is requested to approve a Final Settlement Agreement in regards to Student No. 2688570257 dated December 20, 2024.

[Settlement Agreement Report No. 9.pdf](#)

**2. 24/25-1064 - AGREEMENT FOR RIDESHARE SERVICES WITH HOP SKIP DRIVE, INC.**

The Board of Education is requested to ratify an agreement with HopSkipDrive Inc. to provide rideshare services for our McKinney-Vento student population. This service is intended to supplement our transportation services for our homeless youth who are unable to be transported via our district bussing. The contract is flexible and will only generate a cost if we use the service. This agreement is proposed to be effective from February 10, 2025 to February 10, 2026.

[Hop Skip Drive Agreement 2025.pdf](#)

**3. 24/25-1065 - SECONDARY SCHOOL SITE "SCHOOL PLAN FOR STUDENT ACHIEVEMENT" ANNUAL REVISIONS FOR THE 2024-25 SCHOOL YEAR**

The Board of Education is requested to approve the School Plan for Student Achievement (SPSA) for Santa Fe Computer Science Magnet School, Clifton Middle School, Monrovia High School, Mountain Park, and Canyon Oaks High School for the 2024-2025 academic school year as part of the Consolidated Application process.

[Clifton SPSA 2024-25.pdf](#) [Santa Fe SPSA 2024-25.pdf](#) [MHS SPSA 2024-25.pdf](#) [MPS SPSA 2024-25.pdf](#) [COHS SPSA 2024-25.pdf](#)

**BUSINESS SERVICES**

**4. 24/25-2065 - 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 \$810,623.65 from January 2, 2025, through January 26, 2025; Warrants in the amount of \$4,732,182.74 paid from January 2, 2025, through January 26, 2025; Payroll in the amount of \$2,692,295.58 issued January 2, 2025, through January 26, 2025.

[BAI 2065 Purchase order & payment of bills \(a-c\)\\_2-12-25.pdf](#)

**5. 24/25-2066 - DISTRICT CASH RECEIPTS**

The Board of Education is requested to receive District cash receipts, Deposit Reports No.18-19 deposited January 16, 2025, and January 23, 2025, for a total amount of \$787,973.10.

[BAI 2066 DEP #18-19\\_2-12-25.pdf](#)

**6. 24/25-2067- ACCEPTANCE OF GIFTS**

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-08.

[Acceptance of Gifts #2025-08-02-12-25.pdf](#)

**7. 24/25-2068 - PROFESSIONAL SERVICE AGREEMENTS**

The Board of Education is requested to approve the Professional Service Agreements Report No. 7 for the Monrovia Unified School District 2024-25 school year.

[PSA Report No. 7 - February 12, 2025.pdf](#)

**HUMAN RESOURCES**

**8. 24/25-3049 - PERSONNEL ASSIGNMENTS**

The Board of Education is requested to approve Personnel Assignments Report #10.

[BRD REPORT 20250212 Personnel Report 10.pdf](#)

**9. 24/25-3050 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL**

The Board of Education is requested to approve Travel and Conference Report #8.

[T&C 02152025.pdf](#)

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

**1. 24/25-2073 PBK FENCING DESIGN FOR PLYMOUTH ELEMENTARY SCHOOL**

**Moved to Action J.1**

The Board of Education is requested to approve one of the three PBK Architects fencing designs for the Plymouth Elementary School site.

**The item is tabled and will be brought back at the next meeting.**

**2. 24/25-2074 PBK FENCING DESIGN FOR WILDROSE SCHOOL OF CREATIVE ARTS**

**Moved to follow J.7**

The Board of Education is requested to approve one of the three PBK Architect's fencing designs, for the Wildrose School of Creative Arts Elementary site.

Motion to approve design 1 by Board Member Lockerbie,

seconded by Board Member Gomez Tagle **Vote 3-0**

Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y,

Board Member Travanti Y, Board President Hammond A.

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

**1. 24/25-1066 - MONROVIA HIGH SCHOOL BOYS VOLLEYBALL TEAM EXTENDED FIELD TRIP TO SAN DIEGO CALIFORNIA**

The Board of Education is requested to approve an overnight field trip for the Monrovia High School's Boys Varsity Volleyball team to participate in matches against prominent San Diego teams in San Diego, California, from March 7 to 8, 2025.

Motion by Board Member Gomez Tagle, seconded by Board Member Lockerbie **Vote 3-0**

Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y,

Board Member Travanti Y, Board President Hammond A.

[MHS Boys Volleyball Extended Field Trip\\_Redacted.pdf](#)

**2. 24/25-1067 - MONROVIA COMMUNITY ADULT SCHOOL (MCAS) AND CONCENTRA HEALTH SERVICES, INC. D/B/A CONCENTRA MEDICAL CENTERS EXTERNSHIP TRAINING AGREEMENT**

The Board of Education is requested to approve a Concentra Medical Centers Externship Training Agreement so that Monrovia Community Adult School (MCAS) Medical Assisting students can participate in and complete 160 hours of hands-on experience at Concentra medical centers as part of completing Clinical Medical Assisting Back Office / Front Office training requirements. The District will incur zero costs from the agreement.

Motion by Board Member Lockerbie, seconded by Board Member Gomez Tagle **Vote 3-0** Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond A.

[Monrovia Community Adult School - Concentra MA Affiliation Agreement 01.06.2025 AR - signed.pdf](#)

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

**3. 24/25-2069 - NOTICE OF COMPLETION FOR FC AND SONS ROOFING INC. - IFB 23-201 BID PACKAGE #3: MONROE ES, SANTA FE MS, AND MAINTENANCE OPERATIONS AND TRANSPORTATION (MOT)**

The Board of Education is requested to accept the Notice of Completion for the Roofing Replacement Project IFB 23-201 Bid Package #3: Monroe ES, Santa Fe MS, and MOT, completed by FC & Sons Roofing Inc., and authorize the filing of the Notice of Completion with the County Recorder. Punch List is confirmed

Motion by Board Member Lockerbie, seconded by Board Member Gomez Tagle **Vote 3-0** Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond A.

**4. 24/25-2070 - EMERGENCY RESOLUTION 2425-16 TO RESTORE BRADOAKS FIRE DAMAGED BUILDING**

The Board of Education is requested to adopt Emergency Resolution No. 2425-16 to restore the Bradoaks building that was significantly damaged in the fire on January 31, 2024 and ensure the timely completion of necessary repairs and reconstruction to reopen the building for use in the 2025-2026 school year.

Motion by Board Member Gomez Tagle, seconded by Board Member Lockerbie **Vote 3-0** Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond A.

[BAI 2070 E.Resolution 2425-16 BO Fire Rebuild 2-12-25.pdf](#)

**5. 24/25-2071 - EMERGENCY RESOLUTION 2425-17 TO REPAIR DAMAGE TO MHS LIBRARY FLOOD**

The Board of Education is requested to adopt Emergency Resolution No. 2425-17 to address the significant damage caused by the flood from the water heater accident on January 29, 2025 at Monrovia High School and ensure the timely completion of necessary repairs and reconstruction to reopen the Library.

Motion by Board Member Lockerbie, seconded by Board Member Gomez Tagle **Vote 3-0** Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond A.

[BAI 2071 E. Resolution 2425-17 MHS Library Flood Repair\\_2-12-25.pdf](#)

**6. 24/25-2072 - MEASURE MM PROJECT MANAGEMENT COMPANIES**

The Board of Education is requested to select a construction project management company to manage Measure MM Bond projects and to provide consultation services for additional facilities projects. The agreement with the selected project management

company will be ratified at the next Board meeting.

Motion to select Dixon by Board Member Gomez Tagle, seconded by

Board Member Travanti **Vote 2-1 Motion Fails**

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

[Monrovia - Dixon - Proposal.pdf](#) [Monrovia - TELACU - Proposal.pdf](#)

#### **~~7. 24/25-2073 PBK FENCING DESIGN FOR PLYMOUTH ELEMENTARY SCHOOL~~**

**Moved to beginning of Action J.**

~~The Board of Education is requested to approve one of the three PBK Architects fencing designs for the Plymouth Elementary School site.~~

~~Item is tabled and will be brought back at the next meeting.~~

#### **~~8. 24/25-2074 PBK FENCING DESIGN FOR WILDROSE SCHOOL OF CREATIVE ARTS~~ **Moved to follow J.7****

~~The Board of Education is requested to approve one of the three PBK Architect's fencing designs, for the Wildrose School of Creative Arts Elementary site.~~

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

#### **9. 24/25-3051 - PROPOSED TENTATIVE AGREEMENT WITH THE MONROVIA TEACHERS ASSOCIATION (MTA)**

The Board of Education is requested to approve the tentative agreements between the Monrovia Unified School District and the Monrovia Teachers Association.

Motion by Board Member Gomez Tagle, seconded by Board Member Lockerbie **Vote 3-0**

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

[Tentative Agreement Article II and IV 2024 date revised.pdf](#)

#### **10. 24/25-3052 - EMPLOYEE RECLASSIFICATION AND SALARY PLACEMENT FOR CLASSIFIED POSITION**

The Board of Education is requested to set the salary for the reclassification of the current Personnel Technician to *Personnel Analyst*, at Range 34 on the 12-month classified salary schedule. This position is a 12-month, 8-hour classification.

Motion by Board Member Lockerbie, seconded by Board Member Gomez Tagle **Vote 3-0**

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

[Personnel Analyst - PC-approved 01232025 \(1\).pdf](#)

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

#### **11. 24/25-5025 - RESOLUTION NO. 2425-18, RECOGNIZING THE MONTH OF FEBRUARY AS "BLACK HISTORY MONTH"**

The Board of Education is requested to adopt Resolution No. 2425-18, recognizing the month of February as "*Black History Month*," celebrating the contribution of African Americans to society and Monrovia Unified School District.

Motion by Board Member Lockerbie, seconded by Board Member Gomez Tagle **Vote 3-0**

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

[Resolution 2425-18 Black History Month.pdf](#)

**12. 24/25-5026 - RESOLUTION NO. 2425-19, RECOGNIZING FEBRUARY 3 - 7 AS "NATIONAL SCHOOL COUNSELING WEEK"**

The Board of Education is requested to adopt Resolution No. 2425-19, recognizing February 3-7, 2025, as "*National School Counseling Week*," celebrating the contribution of school counselors to Monrovia Unified School District students.

Motion by Board Member Travanti, seconded by Board Member Gomez Tagle **Vote 3-0** Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond A.

[Resolution 2425-19 School Counseling Week.pdf](#)

**13. 24/25-5027 - RESOLUTION NO. 2425-20, RECOGNIZING FEBRUARY AS "CAREER AND TECHNICAL EDUCATION MONTH"**

The Board of Education is requested to adopt Resolution No. 2425-20, recognizing February as "*Career and Technical Education Month*."

Motion by Board Member Gomez Tagle, seconded by Board Member Lockerbie **Vote 3-0** Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond A.

[Resolution 2425-20 Career and Technical Education Month.pdf](#)

**14. 24/25-5028 - RESIGNATION AND CANCELLATION OF AGREEMENT WITH SJB MANAGEMENT GROUP**

The Board of Education is requested to accept the resignation and cancellation of agreement from SJB Management Group. This resignation and cancellation will go into effect at the conclusion of projects from the first bond issuance.

Motion by Board Member Gomez Tagle, seconded by Board Member Lockerbie **Vote 3-0** Board Member Ocon A, Board Member Gomez Tagle Y, Board Member Lockerbie Y, Board Member Travanti Y, Board President Hammond A.

**~~K. INFORMATION ITEMS MOVED TO FOLLOW STAFF PRESENTATIONS~~**

~~1. The Board of Education will discuss the current status of the Monrovia High School Pool.~~

**L. FUTURE MEETING DATES**

- February 26, 2025; 6:30 p.m. - Regular Board of Education Meeting
- March 12, 2025; 6:30 p.m. - Regular Board of Education Meeting
- March 26, 2025; 6:30 p.m. - Regular Board of Education Meeting

**M. NEW BUSINESS**

President's Day, February 17, 2025 (All Sites Closed)

Parent Teacher Conferences (TK-5th), March 3-7, 2025

Parent Teacher Conferences (6-8th), March 17-21, 2025

Cesar Chavez Day, March 28, 2025 (All Sites Closed)

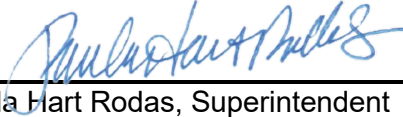
Spring Break, March 31 - April 4, 2025 (All Sites Closed)

Open House Schedule

- Canyon Early Learning Center - Thursday, March 27; 5:30 p.m. - 6:30 p.m.
- Bradoaks Elementary Science Academy - Tuesday, April 22; 5:30 p.m. - 7:00 p.m.
- Mayflower Elementary School - Thursday, April 17; 6:00 p.m. - 7:30 p.m.
- Monroe Elementary School - Tuesday, April 15; 6:00 p.m. - 7:30 p.m.
- Plymouth Elementary School - Tuesday, March 18; 5:15 p.m. - 7:00 p.m.
- Wild Rose School of Creative Arts - Tuesday, April 8; 5:30 p.m. - 7:00 p.m.
- Clifton Middle School - Friday, April 25; 6:00 p.m. - 8:00 p.m.
- Santa Fe CSMS - Tuesday, March 25; 6:00 p.m. - 8:00 p.m.
- Monrovia High School - Wednesday, March 19; 6:00 p.m. - 8:00 p.m.

- Canyon Oaks HS/Mt. Park School - Monday, March 24; 5:30 p.m. - 7:00 p.m.

**N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING 9:56 pm.**



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Dr. Paula Hart Rodas, Superintendent



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Selene Lockerbie, Board Clerk

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 1. 24/25-1068 - FINAL SETTLEMENT AGREEMENT

## RECOMMENDATION

The Board of Education is requested to approve a Final Settlement Agreement in regards to Student No. 8260224592 dated January 30, 2025.

### **Rationale:**

Board approval is required for payment of compensatory services and legal fees for the Final Settlement Agreement for OAH case No. 2024-100437, which releases all disputes and claims for Monrovia Unified School District Special Education Student No. 8260224592.

### **Background:**

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

The total cost of the Final Settlement Agreement is not to exceed \$18,000.00.

### **Legal References:**

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

### **Additional Information:**

## ATTACHMENTS

[Settlement Agreement Report No. 10.pdf](#)

\*Agenda Item 24/25-1068  
February 26, 2025

Final Settlement Agreement  
Student No. 8260224592  
Report No. 10

Sunday Reading Program Professional Tutors of America	NTE \$9,500.00
Attorney Fees Yarjianian and Associates	NTE \$8,500.00

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 2. 24/25-2075 - 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 \$418,926.51 from January 27, 2025, through February 10, 2025; Warrants in the amount of \$1,277,686.85 paid from January 27, 2025, through February 10, 2025; Payroll in the amount of \$5,778,402.64 issued January 27, 2025, through February 10, 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 2075 Purchase order & payment of bills \(a-c\)\\_2-26-25.pdf](#)

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

**Run Date: 02/11/2025**

**Run Time: 10:04:18 AM**

**Monrovia Unified School District**

**Purchase Order Board List**

**From 01/27/25 - To 02/10/25**

**Cover Page**

**Prompts and Parameters**

**From Approval Date:** 1/27/25

**To Approval Date:** 2/10/25

**From Record Date:** Not Entered

**To Record Date:** Not Entered

**District/Agency (Optional):** Not Entered

**Document Code (Optional):** Not Entered

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

**Report Description**

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

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 02/11/2025

Purchase Order Board List

Run Time: 10:04:18 AM

From 01/27/25 - To 02/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
01/27/25	PO2W-64790-203000 0-250000000747-2- Modification	1	Compass System- Performing Stage For Winter and Talent Show	0000327207-Full Compass Systems	Monroe	01.0-67700.0-11100-10000-4390-2030000	\$1,728.65	\$0.00
01/27/25		1	Compass System- Performing Stage For Winter and Talent Show	0000327207-Full Compass Systems	Monroe	01.0-67700.0-11100-10000-4490-2030000	\$5,291.97	\$0.00
<b>PO2W-64790-2030000-250000000747-2-Modification</b>						<b>Sum:</b>	<b>\$7,020.62</b>	<b>\$0.00</b>
01/27/25	PO2W-64790-601001 5-250000000476-2- Modification	1	Speech Therapists for SPED Students 2024-25 SY	0000223901- SUNBELT STAFFING	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	\$130,000.00	\$72,964.50
<b>PO2W-64790-6010015-250000000476-2-Modification</b>						<b>Sum:</b>	<b>\$130,000.00</b>	<b>\$72,964.50</b>
01/27/25	PO2W-64790-601001 5-250000000757-1- New		SyTech Document Scanning - SPED	0000236049- SyTech Solutions	Pupil Services	01.0-00000.0-00000-39000-5890-6010015	\$4,320.00	\$0.00
<b>PO2W-64790-6010015-250000000757-1-New</b>						<b>Sum:</b>	<b>\$4,320.00</b>	<b>\$0.00</b>
01/27/25	PO2W-64790-601001 5-250000000760-1- New		Attorney Fees for OAH Case 2024-090494	0000341841- Vanaman German LLP	Pupil Services	01.0-65000.0-50010-39000-5821-6010015	\$8,000.00	\$0.00
<b>PO2W-64790-6010015-250000000760-1-New</b>						<b>Sum:</b>	<b>\$8,000.00</b>	<b>\$0.00</b>
01/27/25	PO2W-64790-601001 5-250000000761-1- New		Reading Intervention Services For SpEd Student 8260224592	0000376173- Dynamic Education Services, Inc.	Pupil Services	01.0-65370.0-57600-11100-5810-6010015	\$8,460.40	\$8,460.40
<b>PO2W-64790-6010015-250000000761-1-New</b>						<b>Sum:</b>	<b>\$8,460.40</b>	<b>\$8,460.40</b>
01/27/25	PO2W-64790-602002 2-250000000758-1- New		DUO Multi-Factor Authentication Mgr.- 1 Yr License Agreement	0000223489-NIC PARTNERS INC.	Technology	01.0-00000.0-00000-77000-5841-6020022	\$1,750.00	\$1,750.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

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From 01/27/25 - To 02/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
<b>PO2W-64790-6020022-250000000758-1-New</b>						<b>Sum:</b>	<b>\$1,750.00</b>	<b>\$1,750.00</b>
01/27/25	PO3W-64790-203000 0-2500000000183-1- New		Garden Hose for cleaning the campus and restrooms - Monroe	0000223395-AMAZON.COM	Monroe	01.0-81500.0-00000-82100-4370-2030000	\$38.62	\$0.00
<b>PO3W-64790-2030000-2500000000183-1-New</b>						<b>Sum:</b>	<b>\$38.62</b>	<b>\$0.00</b>
01/28/25	PO2W-64790-408000 0-2500000000762-1- New		ODP- School Supplies- MHS	0000236666-ODP Business Solutions, LLC	MHS	01.0-00000.0-11100-10000-4310-4080000	\$428.74	\$428.74
<b>PO2W-64790-4080000-2500000000762-1-New</b>						<b>Sum:</b>	<b>\$428.74</b>	<b>\$428.74</b>
01/29/25	PO2W-64790-203000 0-2500000000765-1- New		School Nurse Supply- Emergency Kits - Monroe	0000223203-SCHOOL NURSE SUPPLY, INC.	Monroe	01.0-00000.0-00000-31400-4391-2030000	\$992.36	\$992.36
<b>PO2W-64790-2030000-2500000000765-1-New</b>						<b>Sum:</b>	<b>\$992.36</b>	<b>\$992.36</b>
01/29/25	PO2W-64790-204000 0-2500000000763-1- New		Creative World Art Program @ Plymouth 2024-2025	0000337953-Creative World Art Center	Plymouth	01.0-67700.0-11100-10000-5810-2040000	\$24,600.00	\$24,600.00
<b>PO2W-64790-2040000-2500000000763-1-New</b>						<b>Sum:</b>	<b>\$24,600.00</b>	<b>\$24,600.00</b>
01/29/25	PO2W-64790-205000 0-2500000000764-1- New		Creative World Art Program @ Wildrose 2024-2025	0000337953-Creative World Art Center	Wild Rose	01.0-67700.0-11100-10000-5810-2050000	\$16,200.00	\$16,200.00
<b>PO2W-64790-2050000-2500000000764-1-New</b>						<b>Sum:</b>	<b>\$16,200.00</b>	<b>\$16,200.00</b>
01/29/25	PO2W-64790-205000 0-2500000000766-1- New		Wildrose supplies office & classroom - Southwest School	0000223928-SOUTHWEST SCHOOL & OFFICE	Wild Rose	01.0-00000.0-00000-27000-4350-2050000	\$441.93	\$441.93
<b>PO2W-64790-2050000-2500000000766-1-New</b>						<b>Sum:</b>	<b>\$441.93</b>	<b>\$441.93</b>

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Monrovia Unified School District

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PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount	
01/29/25	PO2W-64790-601001 4-250000000767-1- New		Eureka Math Program Curriculum for TK	0000224007- SCHOLASTIC INC.	Instructional Services	01.0-60530.0-11100-10000-4210-6000000	\$684.05	\$684.05	
<b>PO2W-64790-6010014-250000000767-1-New</b>							<b>Sum:</b>	<b>\$684.05</b>	<b>\$684.05</b>
01/29/25	PO2W-64790-601001 4-250000000770-1- New		INV203605 - Learning Without Tears Curriculum PreK/Kinder	0000223575- LEARNING WITHOUT TEARS	Instructional Services	01.0-60530.0-11100-10000-4310-6000000	\$890.82	\$0.00	
01/29/25			INV203605 - Learning Without Tears Curriculum PreK/Kinder	0000223575- LEARNING WITHOUT TEARS	Instructional Services	01.0-60530.0-11100-10000-5841-6000000	\$2,976.75	\$0.00	
01/29/25			INV203605 - Learning Without Tears Curriculum PreK/Kinder	0000223575- LEARNING WITHOUT TEARS	Instructional Services	01.0-60530.0-11100-10000-5889-6000000	\$386.76	\$0.00	
<b>PO2W-64790-6010014-250000000770-1-New</b>							<b>Sum:</b>	<b>\$4,254.33</b>	<b>\$0.00</b>
01/29/25	PO2W-64790-710000 0-250000000022-2- Modification	1	Open PO Custodial Services @ Adult Ed 2024/25	0000223358-JANI- KING OF CALIFORNIA, INC., LA REGION	Adult Education School	11.0-00000.0-00000-82100-5810-7100000	\$56,000.00	\$25,520.21	
<b>PO2W-64790-7100000-250000000022-2-Modification</b>							<b>Sum:</b>	<b>\$56,000.00</b>	<b>\$25,520.21</b>
01/29/25	PO2W-64790-710000 0-250000000086-2- Modification	1	Civic Publications Open PO 24/25 - Translation Services	0000223416-CIVIC PUBLICATIONS	Adult Education School	11.0-63910.0-00000-21500-5839-7100000	\$80,500.00	\$18,535.00	
<b>PO2W-64790-7100000-250000000086-2-Modification</b>							<b>Sum:</b>	<b>\$80,500.00</b>	<b>\$18,535.00</b>
01/29/25	PO3W-64790-201000 0-2500000000184-1- New		Classroom Supplies - Bradoaks	0000223395- AMAZON.COM	Bradoaks	01.0-00000.0-11100-10000-4390-2010000	\$288.55	\$288.55	
<b>PO3W-64790-2010000-2500000000184-1-New</b>							<b>Sum:</b>	<b>\$288.55</b>	<b>\$288.55</b>

Report ID: FIN-PROC-0099

Monrovia Unified School District

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01/29/25	PO3W-64790-201000 0-250000000190-1- New		Classroom Supplies	0000236666-ODP Business Solutions, LLC	Bradoaks	01.0-00000.0-00000-27000-4350-2010000	\$151.64	\$151.64	
<b>PO3W-64790-2010000-250000000190-1-New</b>							<b>Sum:</b>	<b>\$151.64</b>	<b>\$151.64</b>
01/29/25	PO3W-64790-203000 0-250000000186-1- New		Sharp- Staples for Copy Machines - Monroe	0000223540- SHARP ELECTRONICS CORPORATION	Monroe	01.0-00000.0-11100-10000-4310-2030000	\$442.13	\$442.13	
<b>PO3W-64790-2030000-250000000186-1-New</b>							<b>Sum:</b>	<b>\$442.13</b>	<b>\$442.13</b>
01/29/25	PO3W-64790-601001 2-250000000185-1- New		Printer Cartridge for Superintendent's Office MA	0000419231-iPrint Technologies	Superintenden t	01.0-00000.0-00000-71500-4390-6010012	\$424.46	\$0.00	
<b>PO3W-64790-6010012-250000000185-1-New</b>							<b>Sum:</b>	<b>\$424.46</b>	<b>\$0.00</b>
01/29/25	PO3W-64790-601001 4-250000000187-1- New		Senseio - Far East Chinese for Youth/ Revised Edition	0000419154- Senseio Bookstore, Inc	Instructional Services	01.0-63000.0-11100-10000-4110-6010014	\$1,381.29	\$1,381.29	
<b>PO3W-64790-6010014-250000000187-1-New</b>							<b>Sum:</b>	<b>\$1,381.29</b>	<b>\$1,381.29</b>
01/29/25	PO3W-64790-601001 4-250000000189-1- New		Eureka Math Program Curriculum for TK	0000223395- AMAZON.COM	Instructional Services	01.0-60530.0-11100-10000-4210-6000000	\$214.69	\$214.69	
<b>PO3W-64790-6010014-250000000189-1-New</b>							<b>Sum:</b>	<b>\$214.69</b>	<b>\$214.69</b>
01/29/25	PO3W-64790-601001 5-250000000188-1- New		Special Education Supplies	0000223395- AMAZON.COM	Pupil Services	01.0-65000.0-57600-11900-4310-6010015	\$46.25	\$0.00	
<b>PO3W-64790-6010015-250000000188-1-New</b>							<b>Sum:</b>	<b>\$46.25</b>	<b>\$0.00</b>
01/30/25	PO2W-64790-601001 4-250000000773-1- New		24/25 Open PO Instr. Materials for Automotive Montenegro	0000223568- O'REILLY AUTO PARTS	Instructional Services	01.0-63880.1-38000-10000-4310-6010014	\$1,500.00	\$1,500.00	

Report ID: FIN-PROC-0099

Monrovia Unified School District

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Run Time: 10:04:18 AM

From 01/27/25 - To 02/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
<b>PO2W-64790-6010014-250000000773-1-New</b>						<b>Sum:</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>
01/30/25	PO2W-64790-604004 7-250000000768-1- New		Blanket PO for Backflow Prevention Assembly 2024-25	0000318405- County of Los Angeles Public Health	Maintenance	01.0-81500.0-00000-81100-5890-6040047	\$1,073.00	\$0.00
<b>PO2W-64790-6040047-250000000768-1-New</b>						<b>Sum:</b>	<b>\$1,073.00</b>	<b>\$0.00</b>
01/30/25	PO2W-64790-604004 7-250000000769-1- New		Water Resources Board Annual Permit 2023-24	0000223992- SWRCB ACCRB OFFICE	Maintenance	01.0-81500.0-00000-81100-5890-6040047	\$1,701.00	\$0.00
<b>PO2W-64790-6040047-250000000769-1-New</b>						<b>Sum:</b>	<b>\$1,701.00</b>	<b>\$0.00</b>
01/30/25	PO2W-64790-710000 0-250000000771-1- New		PACT: Construction Curriculum & Certification - Adult Ed	0000452028-Home Builders Institute	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$9,300.00	\$9,300.00
<b>PO2W-64790-7100000-250000000771-1-New</b>						<b>Sum:</b>	<b>\$9,300.00</b>	<b>\$9,300.00</b>
01/30/25	PO2W-64790-710000 0-250000000772-1- New		Burlington English Seats - ESL - Adult Ed	0000223609- BURLINGTON ENGLISH INC	Adult Education School	11.0-63910.0-41100-10000-5841-7100000	\$960.00	\$960.00
<b>PO2W-64790-7100000-250000000772-1-New</b>						<b>Sum:</b>	<b>\$960.00</b>	<b>\$960.00</b>
01/31/25	PO2W-64790-307000 0-250000000778-1- New		Instructional Supplies for classrooms.	0000223395- AMAZON.COM	Santa Fe	01.0-00000.0-11100-10000-4310-3070000	\$160.91	\$160.91
<b>PO2W-64790-3070000-250000000778-1-New</b>						<b>Sum:</b>	<b>\$160.91</b>	<b>\$160.91</b>
01/31/25	PO2W-64790-408000 0-250000000776-1- New		Blick Art Materials - MHS	0000223353-BLICK ART MATERIALS	MHS	01.0-00000.0-17010-10000-4310-4080000	\$1,032.85	\$1,032.85
01/31/25			Blick Art Materials - MHS	0000223353-BLICK ART MATERIALS	MHS	01.0-00000.0-17039-10000-4310-4080000	\$1,728.33	\$1,728.33

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 02/11/2025

Purchase Order Board List

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From 01/27/25 - To 02/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
01/31/25			Blick Art Materials - MHS	0000223353-BLICK ART MATERIALS	MHS	01.0-00000.0-17039-10000-4410-4080000	\$4,764.68	\$4,764.68
<b>PO2W-64790-4080000-250000000776-1-New</b>						<b>Sum:</b>	<b>\$7,525.86</b>	<b>\$7,525.86</b>
01/31/25	PO2W-64790-408000 0-250000000777-1- New		Laguna Clay Co. - MHS	0000223946-LAGUNA CLAY	MHS	01.0-00000.0-17039-10000-4310-4080000	\$399.58	\$399.58
<b>PO2W-64790-4080000-250000000777-1-New</b>						<b>Sum:</b>	<b>\$399.58</b>	<b>\$399.58</b>
01/31/25	PO2W-64790-601001 4-250000000779-1- New		Purchase Reimbursement-Curriculum for AP Computer Science A	0000397644-Hsien Hao Fan	Instructional Services	01.0-41270.1-11100-10000-4210-6000000	\$199.00	\$0.00
<b>PO2W-64790-6010014-250000000779-1-New</b>						<b>Sum:</b>	<b>\$199.00</b>	<b>\$0.00</b>
01/31/25	PO2W-64790-601001 4-250000000780-1- New		Materials for Femineer Cal Poly Program-Sharon	0000223417-STUBBIES PROMOTIONS	Instructional Services	01.4-07105.0-11100-10000-4310-6003300	\$1,514.61	\$0.00
<b>PO2W-64790-6010014-250000000780-1-New</b>						<b>Sum:</b>	<b>\$1,514.61</b>	<b>\$0.00</b>
01/31/25	PO2W-64790-601003 0-250000000774-1- New		Labor Law Posters for Human Resources	0000223395-AMAZON.COM	Personnel Services	01.0-00000.0-00000-74002-4350-6010035	\$229.18	\$0.00
<b>PO2W-64790-6010030-250000000774-1-New</b>						<b>Sum:</b>	<b>\$229.18</b>	<b>\$0.00</b>
01/31/25	PO2W-64790-710000 0-250000000775-1- New		MCAS Job Fair interactive website - Adult Ed	0000223571-Madmen Marketing Consultants, LLC	Adult Education School	11.0-00000.0-00000-27000-5844-7100000	\$4,000.00	\$0.00
<b>PO2W-64790-7100000-250000000775-1-New</b>						<b>Sum:</b>	<b>\$4,000.00</b>	<b>\$0.00</b>
01/31/25	PO3W-64790-000000 0-250000000193-1- New	0	Nitrile Gloves - Warehouse Inventory Quote # 151092	0000223454-CHATSWORTH GLOVES INC.	No Location	01.0-00000.0-00000-00000-9320-0000000	\$2,546.78	\$2,546.78

Report ID: FIN-PROC-0099

Monrovia Unified School District

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<b>PO3W-64790-0000000-250000000193-1-New</b>						<b>Sum:</b>	<b>\$2,546.78</b>	<b>\$2,546.78</b>
01/31/25	PO3W-64790-408000 0-250000000191-1- New		Home Depot - Storage shelves for ASB	0000223936-The Home Depot	MHS	01.0-00000.0-11100-10000-4310-4080000	\$757.42	\$757.42
<b>PO3W-64790-4080000-250000000191-1-New</b>						<b>Sum:</b>	<b>\$757.42</b>	<b>\$757.42</b>
01/31/25	PO3W-64790-604004 7-250000000192-1- New		Lights and Bulbs for MHS	0000223665-1000B ULBS.COM	Maintenance	01.0-81500.0-00000-81102-4380-6040047	\$1,211.50	\$1,211.50
<b>PO3W-64790-6040047-250000000192-1-New</b>						<b>Sum:</b>	<b>\$1,211.50</b>	<b>\$1,211.50</b>
02/03/25	PO2W-64790-165000 0-2500000000781-1- New		Business cards for the principal - CELC	0000223345- IMPRINTABILITY	Preschool	12.0-61050.0-00010-10000-4390-1650000	\$49.61	\$49.61
<b>PO2W-64790-1650000-2500000000781-1-New</b>						<b>Sum:</b>	<b>\$49.61</b>	<b>\$49.61</b>
02/03/25	PO2W-64790-165000 0-2500000000782-1- New		Open PO for Discount School Supplies CELC	0000224012- DISCOUNT SCHOOL SUPPLY	Preschool	12.0-61050.0-00000-27000-4350-1650000	\$5,000.00	\$5,000.00
<b>PO2W-64790-1650000-2500000000782-1-New</b>						<b>Sum:</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
02/03/25	PO2W-64790-408000 0-2500000000783-1- New		ODP-School Supplies - MHS	0000236666-ODP Business Solutions, LLC	MHS	01.0-00000.0-11100-10000-4310-4080000	\$381.64	\$381.64
<b>PO2W-64790-4080000-2500000000783-1-New</b>						<b>Sum:</b>	<b>\$381.64</b>	<b>\$381.64</b>
02/03/25	PO2W-64790-604004 7-2500000000784-1- New		GARVEY EQUIPT for MOT Grounds	0000223310- GARVEY EQUIPMENT COMPANY	Maintenance	01.0-81500.0-00000-82200-5630-6040046	\$1,993.32	\$1,993.32
<b>PO2W-64790-6040047-2500000000784-1-New</b>						<b>Sum:</b>	<b>\$1,993.32</b>	<b>\$1,993.32</b>

Report ID: FIN-PROC-0099

Monrovia Unified School District

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02/03/25	PO3W-64790-201000 0-250000000194-1- New		Laminating Film - Bradoaks	0000223395- AMAZON.COM	Bradoaks	01.4-07102.0-11100-10000-4310-2010400	\$215.10	\$0.00	
<b>PO3W-64790-2010000-250000000194-1-New</b>							<b>Sum:</b>	<b>\$215.10</b>	<b>\$0.00</b>
02/03/25	PO3W-64790-408000 0-250000000196-1- New		Demco book tape, covers	0000223965- DEMCO	MHS	01.0-00000.0-11100-10000-4310-4080000	\$106.25	\$106.25	
<b>PO3W-64790-4080000-250000000196-1-New</b>							<b>Sum:</b>	<b>\$106.25</b>	<b>\$106.25</b>
02/03/25	PO3W-64790-601001 4-250000000195-1- New		Supplemental Materials for Staff Development	0000223395- AMAZON.COM	Instructional Services	01.4-07103.0-00000-21400-4210-6001600	\$151.59	\$151.59	
<b>PO3W-64790-6010014-250000000195-1-New</b>							<b>Sum:</b>	<b>\$151.59</b>	<b>\$151.59</b>
02/05/25	PO2W-64790-601001 4-250000000429-3- Modification	2	Defined PO 2024/2025 for Automotive class school year	0000223497- CINTAS CORPORATION	Instructional Services	01.0-63870.0-38000-10000-4310-6010014	\$743.64	\$389.99	
<b>PO2W-64790-6010014-250000000429-3-Modification</b>							<b>Sum:</b>	<b>\$743.64</b>	<b>\$389.99</b>
02/05/25	PO2W-64790-601001 4-2500000000785-1- New		AP Supplemental Materials for Monrovia High School	0000452286-ACDC Leadership Inc	Instructional Services	01.0-41270.1-11100-10000-5841-6000000	\$510.00	\$510.00	
<b>PO2W-64790-6010014-2500000000785-1-New</b>							<b>Sum:</b>	<b>\$510.00</b>	<b>\$510.00</b>
02/05/25	PO2W-64790-604004 7-2500000000284-2- Modification	1	Open PO DW hardware and plumbing Supplies 2024-25	0000223830- HIRSCH PIPE & SUPPLY CO., INC	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$20,000.00	\$7,653.24	
<b>PO2W-64790-6040047-2500000000284-2-Modification</b>							<b>Sum:</b>	<b>\$20,000.00</b>	<b>\$7,653.24</b>

Report ID: FIN-PROC-0099

Monrovia Unified School District

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02/06/25	PO2W-64790-204000 0-2500000000787-1- New		Blanket PO for Office Supplies 24/25 - Amazon - Plymouth	0000223395- AMAZON.COM	Plymouth	01.0-00000.0-00000-27000-4350-2040000	\$5,000.00	\$5,000.00
<b>PO2W-64790-2040000-2500000000787-1-New</b>						<b>Sum:</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
02/06/25	PO2W-64790-204000 0-2500000000788-1- New		Blanket PO for Nurse Supplies 24/25 - Amazon - Plymouth	0000223395- AMAZON.COM	Plymouth	01.0-00000.0-00000-31400-4391-2040000	\$500.00	\$500.00
<b>PO2W-64790-2040000-2500000000788-1-New</b>						<b>Sum:</b>	<b>\$500.00</b>	<b>\$500.00</b>
02/06/25	PO2W-64790-710000 0-2500000000661-2- Modification	1	Ceramics Clay - Adult Ed	0000223946- LAGUNA CLAY	Adult Education School	11.0-00000.0-41100-10000-4310-7100000	\$4,421.92	\$4,421.92
<b>PO2W-64790-7100000-2500000000661-2-Modification</b>						<b>Sum:</b>	<b>\$4,421.92</b>	<b>\$4,421.92</b>
02/06/25	PO3W-64790-408000 0-2500000000197-1- New		SSS-School Supplies	0000223928- SOUTHWEST SCHOOL & OFFICE	MHS	01.0-00000.0-11100-10000-4310-4080000	\$86.07	\$86.07
<b>PO3W-64790-4080000-2500000000197-1-New</b>						<b>Sum:</b>	<b>\$86.07</b>	<b>\$86.07</b>
02/06/25	PO3W-64790-408000 0-2500000000198-1- New		Amazon-school supplies - MHS	0000223395- AMAZON.COM	MHS	01.0-00000.0-11100-10000-4310-4080000	\$48.47	\$48.47
<b>PO3W-64790-4080000-2500000000198-1-New</b>						<b>Sum:</b>	<b>\$48.47</b>	<b>\$48.47</b>
							<b>\$418,926.51</b>	<b>\$223,709.64</b>

MONROVIA UNIFIED SCHOOL DISTRICT  
RATIFICATION OF WARRANTS  
RECOMMENDED FOR BOARD APPROVAL  
February 26, 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: January 27, 2025, through February 10, 2025

B WARRANTS

1/27/2025 - 2/10/2025    000000022003953    thru    000000022028072    **\$ 1,277,686.85**

Total B Warrants:    **\$ 1,277,686.85**

*01.0	General Fund	\$ 964,364.22
*01.4	S & C - Current Year Allocation	\$ 5,604.90
*11.0	Adult Education Fund	\$ 28,744.00
*12.0	Child Development Fund	\$ 4,030.18
*13.0	Food Service Fund	\$ 100,473.18
*21.0	Measure MM Bond Fund	\$ 146,239.89
*76.0	Warrant Pass-through Fund	\$ 28,230.48

□

*\*B Warrants categorized by fund.*

DATE ISSUED: January 27, 2025, through February 10, 2025

PAYROLL:

Certificated Salaries and Wages	\$ 2,844,571.17
Classified Salaries and Wages	\$ 1,169,744.67
CalSTRS and CalPERS Contributions	\$ 823,870.34
Health & Welfare Contributions	\$ 764,935.53
Employer Payroll Taxes	\$ 175,280.93
Total Salary and Benefits:	<b>\$ 5,778,402.64</b>

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 3. 24/25-2076 - DISTRICT CASH RECEIPTS

## RECOMMENDATION

The Board of Education is requested to receive District cash receipts, Deposit Report No. 20 deposited January 27, 2025, for a total amount of \$611,523.20.

## Rationale:

## Background:

## Budget Implication (\$ Amount):

## Legal References:

## Additional Information:

A copy of the deposits are attached.

## ATTACHMENTS

[BAI 2076 #20\\_2-26-25.pdf](#)

DEPOSIT REPORT

DEP #20

01/27/2025

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8650-6010040	\$ 80.00	Facilitron App Fee - Leases & Rentals
01.0-00000.0-00000-00000-8650-6020022	6,396.40	Leases & Rental
01.0-00000.0-00000-00000-8699-0000000	554.18	Other Local Income
01.0-00000.0-00000-72001-5880-6010040	(3,380.58)	Charges/Fees/Facilitron
01.0-00000.0-00000-82000-8650-6010040	641.07	Lease & Rental / Utilities
01.0-00000.0-00000-82100-8650-6010040	10,148.00	Lease & Rental / Labor
01.0-81500.0-00000-81100-5810-6040047	2,592.00	Ongoing & Major Maintenance
01.0-90114.0-00000-71500-4390-6010012	800.00	Donations - District Office
01.0-90125.0-00000-00000-8699-2030000	15,000.00	Donation - Monroe
01.0-90210.0-00000-00000-8650-2020000	18.00	Leases & Rental
01.0-90210.0-00000-00000-8650-2040000	10.50	Leases & Rental
01.0-90210.0-00000-00000-8650-3060000	305.50	Leases & Rental
01.0-90210.0-00000-00000-8650-3070000	345.80	Leases & Rental
01.0-90210.0-00000-00000-8650-4080000	648.00	Leases & Rental
01.0-90210.0-00000-00000-8650-6000000	11,950.20	Leases & Rental
01.0-90501.0-00000-00000-8689-0000000	19,229.64	Parent Fees-After School/ Village Program
01.0-90627.0-00000-00000-8290-0000000	130,000.00	Year 6 K12 SWP Key Talents Funds
<b>01 Subtotal</b>	<u>195,338.71</u>	<i>General Fund</i>
11.0-00000.0-41340-00000-8671-0000000	3,995.00	Adult Education Fees
11.0-63910.0-00000-00000-8590-0000000	318,728.00	Adut Ed Block Grant, Bill86
<b>11 Subtotal</b>	<u>322,723.00</u>	<i>Adult Education Fund</i>
12.0-61050.0-00000-00000-8590-0000000	41,784.00	Dep.Of Ed.Child.Dev.Fisc.Analy - CSPP
12.0-61050.0-00000-00000-8673-0000000	174.10	Child Development Parent Fees
12.0-90503.0-00000-00000-8673-1650000	1,412.98	Parent Fees-Tuition Based
12.0-90612.0-00000-00000-8699-0000000	7,000.00	CSPP Quality Improvement Grant
<b>12 Subtotal</b>	<u>50,371.08</u>	<i>Child Development Fund</i>
13.0-53100.0-00000-37000-8634-0000000	9,997.40	Food Service Sales
13.0-90306.0-00000-00000-8639-6010052	150.00	Catering
<b>13 Subtotal</b>	<u>10,147.40</u>	<i>Food Services Fund</i>
25.0-95500.0-00000-00000-8681-0000000	15,989.02	Developer Fees
<b>25 Subtotal</b>	<u>15,989.02</u>	<i>Capital Facilities Fund</i>
76.0-00000.0-00000-00000-9537-0000000	16,953.99	Retiree Health Insurance
<b>76 Subtotal</b>	<u>16,953.99</u>	<i>Warrant Pass-through Fund</i>
<b>Total</b>	<u>\$ 611,523.20</u>	

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 4. 24/25-2077- ACCEPTANCE OF GIFTS

## RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-09.

### **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 #2025-09-02-26-25.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT  
 Acceptance of Gifts Report No. 2025-09  
 Board Meeting 20250226

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
1	Cash	Monrovia High School Class of '74	\$800.00	To benefit students and staff members at Monrovia High School.	Adrian Ayala, Principal Monrovia High School	D-0226021	Increase site donation
2							
3							
4							
5							
6							
7							
8							
9							
10							

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 5. 24/25-2078 - PROFESSIONAL SERVICE AGREEMENTS

## RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report No. 8 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. 8 - February 26, 2025.pdf](#)

Monrovia Unified School District  
Professional Service Agreements #8

Agenda Item # 24/25-2078  
February 26, 2025

Name/Company	Services	Amount	Site	Effective Dates	Funding
Schools First	403 (b)	No cost	District	2/26/2025 - 12/31/28	N/A
Schools First	457 (b)	No cost	District	2/26/2025 - 12/31/28	N/A
Informed K-12	Paperless Workflow Automation and Digital Forms Solution Expansion multi-year agreement.	\$30,926.25	District	10/10/2025 - 10/09/2026	General Funds
Sherman Garnett & Associates	Provided Training to Classified Staff, and student records.	\$5,000.00	District	1/6/2025 - 1/6/2025	General Funds

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 6. 24/25-2079 - VENDOR CATERING AGREEMENTS

## RECOMMENDATION

The Board of Education is requested to approve the Vendor Catering Agreements report #3 for the purpose of fundraising events for the Monrovia Unified School District 2024-25 school year.

### **Rationale:**

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

### **Background:**

The proceeds of the funds raised from the events will be used for various school educational programs.

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

There will be no cost for the vendor caterers to participate.

### **Legal References:**

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

### **Additional Information:**

The vendor catering agreements report is attached.

## ATTACHMENTS

[Vendor Catering Agreements No. 3 - February 26, 2025 \(4\).pdf](#)

Monrovia Unified School District  
Catering Vendor Agreements #3

February 26, 2025

Name/Vendor	Funding	Site	Effective Dates
<a href="#">The Bobba Box</a>	No charge to the District	District Wide	2/26/25 to 6/30/25
<a href="#">BitteBitez Mini-Donuts Inc.</a>	No charge to the District	District Wide	2/26/25 to 6/30/25
<a href="#">Philly Phil Concession</a>	No charge to the District	District Wide	2/26/25 to 6/30/25
<a href="#">Chick-Fil-a</a>	No charge to the District	District Wide	2/26/25 to 6/30/25

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 7. 24/25-3053 - PERSONNEL ASSIGNMENTS

## RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #11.

### **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 20250226 Personnel Report 11.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT  
Personnel Assignment Report #11

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 #	Daniel	Tashroudian	Teacher -ESL	Approve	2/24/2025	Adult Ed	NTE:12 hrs/wk	C 63910.0 C 39050.0	004345	\$41.19/hr	50% 50%

**B. Supplemental Hours/Special Assignments**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
2 #	Carolyn	Arberry	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
3 #	Caroline	Badalian	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 5 hrs total	C 07102.0	003974	\$40/hr	100%
4 #	Ashley	Barron	Teacher Ex Hrs	Intervention Program SPSA: In person after school tutoring services to students.	1/13/25 - 5/30/25	Clifton	NTE: 1 hrs/wk	C 07102.0	003389	\$40/hr	100%
5 #	Ann	Casey	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
6 #	Joshua	Deng	Teacher Ex Hrs	Lost prep time (PE / Art / Music).	11/1/24 - 6/6/25	Plymouth	NTE: 50 min./per prep	G 00000.0	004398	\$40/hr	100%
7 #	Melanie	Elliott	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 5 hrs total	C 07102.0	003974	\$40/hr	100%
8 #	Johanna	Figuroa	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
9 #	Elizabeth	Garcia	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
10 #	Michael	Gibson	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
11 #	Hermann	Goss	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
12 #	Nedra	Graham	AD/ED Teacher Ex Hrs	Professional Development	1/20/25 - 6/4/25	Adult Ed.	NTE: 8 hrs/wk	C 63910.0	004643	\$41.19/hr	100%
13 #	Leticia	Guerrero	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
14 #	Rachel	Hadden	Teacher Ex Hrs	Prep/planning and teaching Family Art Night, 1/29/2025	1/29/25 - 1/31/25	Wild Rose	NTE: 2 hrs total	C 67700.1	004115	\$40/hr	100%
15 #	Andres	Hernandez	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%

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

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
16 #	Cynthia	High	AD/ED Teacher Ex Hrs	Extra hours - Data Coordination/State requirements Workflow #82651 - funding source revised - Previously board approved: 11/13/24	2/1/25 - 6/26/25	Adult Ed.	NTE: 5 hrs/wk	C 39260.0	004650	\$49.87/hr	100%
17 #	Shelby	Hightower	Teacher Ex Hrs	12 Hours for student AP Prep. 8 Hours for student SBAC Prep. After school and Saturdays per SPSA agreement.	1/1/25 - 5/30/25	Monrovia High School	NTE: 20 hrs total	C 07102.0	004626	\$40/hr	100%
18 #	Ronelle	Iniego	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
19 #	Sarah	Jaramillo	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
20 #	Marina	Kagel-Dowling	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 5 hrs total	C 07102.0	003974	\$40/hr	100%
21 #	Kathleen	Kennedy	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
22 #	Aimee	Klug	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
23 #	Kawssar	Kobaissi	Teacher Ex Hrs	CPI online training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
24 #	Antoinette	Lima-Washington	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
25 #	Higinio	Lujan V	AD/ED Teacher Ex Hrs	Extra hours Academic Lab Workflow #81889 - funding source revised - Previously board approved: 9/11/24	8/14/24 - 6/4/25	Adult Ed.	NTE: 9 hrs per week	C 39130.0 C 63910.0	004213	\$49.87/hr	25% 75%
26 #	Caitlin	Macdonald	TOSA Ex Hrs	Elementary Curriculum Instruction, and Assessment Committee (CIA)	2/3/25 - 5/31/25	Ed Serv. - Elementary	NTE: 4.5 hrs total	C 07103.0	004618	\$40/hr	100%
27 #	Kyle	Mcclure	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
28 #	Alison	Meloserdoff	Teacher Ex Hrs	Student engagement through Arts & Drama - The Lion King, Jr	1/13/25 - 5/30/25	Wild Rose	NTE: 55 hrs total	C 67700.1	004646	\$40/hr	100%
29 #	Kevin	Mercado	Teacher Ex Hrs	Professional Learning Series: Staff Development (after school)	1/8/25 - 5/30/25	Monrovia High School	NTE: 12 hrs total	C 07102.0	004644	\$40/hr	100%
30 #	Dianna	Moraga	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE 2.5 Hrs Total	C 65000.0	004638	\$40/hr	100%
31 #	Joanna	Prather	Teacher Ex Hrs	Prep/planning and teaching Family Art Night 1/29/2025	1/29/25 - 1/31/25	Wild Rose	NTE: 2 hrs total	C 67700.1	004115	\$40/hr	100%
32 #	Joanna	Prather	Teacher Ex Hrs	Student engagement through Arts & Drama - The Lion King, Jr	1/13/25 - 5/30/25	Wild Rose	NTE: 20 hrs total	C 67700.1	003848	\$40/hr	100%

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

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
33 #	Jennifer	Pratt	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
34 #	Jennifer	Pratt	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
35 #	Eric	Ramey	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
36 #	Raylynn	Roland	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
37 #	Yvette	Romero	Teacher Ex Hrs	12 Professional Learning Series - Staff Development	1/1/25 - 5/30/25	Monrovia High School	NTE: 12 hrs total	C 07102.0	004644	\$40/hr	100%
38 #	Amber	Rosales	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
39 #	Mackenzie	Salsman	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
40 #	Rebecca	Shaver	Teacher Ex Hrs	Mayflower Leadership Team (Instructional and General Leadership ILT/GLT)	1/13/25 - 6/6/25	Mayflower	NTE: 10 hrs total	C 07102.0	003974	\$40/hr	100%
41 #	David	Taylor	Teacher Ex Hrs	In person and online CPI Training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
42 #	Jennifer	Tubbs	Teacher Ex Hrs	Student engagement through Arts & Drama - The Lion King, Jr	1/13/25 - 5/30/25	Wild Rose	NTE: 50 hrs total	C 67700.1	003848	\$40/hr	100%
43 #	Amanda	Velez-Buck	Teacher Ex Hrs	Student engagement through Arts & Drama - Lion King, Jr. Director	1/13/25 - 5/30/25	Wild Rose	NTE: 93 hrs total	C 67700.1	003848	\$40/hr	100%
44 #	Shannon	Waddell	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
45 #	Janette	Wallick	Teacher Ex Hrs	In person and online CPI training	1/1/25 - 1/31/25	Special Education	NTE: 2.5 hrs total	C 65000.0	004638	\$40/hr	100%
46 #	Tesia	Wilson	Teacher Ex Hrs	Student engagement through Arts & Drama - The Lion King, Jr	1/13/25 - 5/30/25	Wild Rose	NTE: 15 hrs total	C 67700.1	003848	\$40/hr	100%

**C. Leaves of Absences**

	First Name	Last Name	Classification	Action	Effective	Site
	None					

**D. Terminations**

First Name	Last Name	Classification	Action	Effective	Site
None					

**E. Change Status**

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

**F. Other**

First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage		
47 #	Adlina	Dugan	Teacher	Approve Stipend: Safe School Ambassador	3/1/25-6/30-25	Clifton		G	00000.0	001190	\$500	100%
48 #	Kimberly	Gero	Teacher	Approve Stipend: MEO/Bobcat Games	3/1/25-6/30-25	Bradoaks		G	00000.0	001192	\$500	100%
49 #	Emily	Gray	Teacher	Approve Stipend: Testing Coordinator	2/1/25-6/30/25	Bradoaks		G	00000.0	001192	\$500	100%
50 #	Sara	Gutkind	Teacher	Approve Stipend: Safe School Ambassador	3/1/25-6/30-25	Clifton		G	00000.0	001190	\$250	100%
51 #	Azalena	Jones	Teacher	Approve Stipend: Safe School Ambassador	3/1/25-6/30-25	Clifton		G	00000.0	001190	\$500	100%
52 #	Raylynn	Roland	Teacher	Approve Stipend: Mentor Teacher all 2024 LA Pacific University	February 2025	HR		G	00000.0	002263	\$100	100%
53 #	Janette	Wallick	Teacher	Approve Stipend: Sped Rep. Dept Chair	2/1/25-6/30/25	Clifton		G	00000.0	001190	\$1,000	100%
54 #	Jessica	Wang	Teacher	Approve Stipend: Safe School Ambassador	3/1/25-6/30-25	Clifton		G	00000.0	001190	\$250	100%
55 #	Sheng	Zhang	Teacher	Approve Stipend: Math Olympiad	9/1/24-6/30/25	Santa Fe		G	00000.0	000236	\$1,000	100%

**F. Other - Volunteers**

First Name	Last Name	Classification	Action	Effective	Site	
56 #	Sandra	Barberena	Volunteer I	Approve	2/13/2025	Santa Fe
57 #	Annabelle	Browleit	Volunteer I	Approve	2/11/2025	Santa Fe
58 #	Vardui	Chamuryan.	Volunteer I	Approve	2/6/2025	Mayflower
59 #	Daniele	Deets	Volunteer II	Approve	2/6/2025	Clifton, MHS
60 #	Amanda	Fenwick	Volunteer I	Approve	1/31/2025	Mayflower
61 #	Redy	Garcia Sanchez	Volunteer II	Approve	1/30/2025	Clifton, MHS
62 #	Linda	Haong	Volunteer I	Approve	2/7/2025	Plymouth
63 #	Joanna	Perry	Volunteer I	Approve	1/28/2025	Clifton, Monroe
64 #	Liksa	Rodrigues	Volunteer I	Approve	2/12/2025	Monroe
65 #	Scott	Russell	Volunteer I	Approve	2/11/2025	Plymouth
66 #	Daija	San Filippo	Volunteer I	Approve	2/3/2025	Monroe
67 #	Carrie	Scott	Volunteer I	Approve	2/6/2025	Mayflower, MHS
68 #	Michael	Scott	Volunteer I	Approve	2/6/2025	Mayflower, MHS
69 #	Nickolaus	Seeger	Volunteer I	Approve	2/13/2025	Plymouth
70 #	Samantha	Skinner	Volunteer I	Approve	2/7/2025	Mayflower
71 #	Angeli	Stoehr	Volunteer I	Approve	2/13/2025	Plymouth
72 #	Elie	Stone	Volunteer I	Approve	1/30/2025	Mayflower
73 #	Jingqian	Xue	Volunteer I	Approve	2/3/2025	Plymouth

MONROVIA UNIFIED SCHOOL DISTRICT  
Personnel Assignment Report #11

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	# Robbin	Grout	Data Support Clerk	Educational Services	Employ	\$4472.89/mo	26	4	8 hr./d.; 12 mo./yr.	2/3/2025	004499	C 07102.0	100%
2	* Adrian	Ramos	Head Custodian III	MHS	Employ; Revised step 1 originally Board approved 10/9/2024	\$4584.62/mo	29	3	8 hr./d.; 12 mo./yr.	9/16/2024	000488	G 00000.0	100%

**B. Supplemental Hours/Special Assignments**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
3	# Jorge	Acosta	Instructional Assistant - Special Education Extra Hours	Wild Rose	Employ: In-person and online CPI training.	\$20.65/hr.	21	2	NTE: 3 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
4	# Leslie	Alonso	Instructional Aide - Severe Disabilities Extra Hours	Mayflower	Employ: In-person and online CPI training.	\$23.37/hr.	18	6	NTE: 2.5 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
5	# Maria	Avila	Instructional Assistant - Behavior Extra Hours	Clifton	Employ: In-person and online CPI training.	\$24.56/hr.	20	6	NTE: 2.5 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
6	# Adrianna	Calmer	Instructional Aide - Special Education Extra Hours	Mayflower	Employ: In-person and online CPI training.	\$22.79/hr.	17	6	NTE: 3 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
7	# Idalia	Carela	Interpreter	District-wide	Employ: Interpret for Special Ed parent meetings, IEPs, Assessments, etc.	\$27.00/hr.	Flat	Rate	NTE: 60 hours total	2/6/25-6/30/25	002853	C 65000.0	100%
8	# Monica	Carrion Macias	Payroll Specialist Extra Hours	Fiscal Services	Employ: Additional responsibilities due to Benefit and Payroll Specialist vacancy.	\$31.43/hr.	32	5	NTE: 75 hours total.	11/18/24-12/20/24	003374	G 00000.0	100%
9	# Holly	Carver	Instructional Aide - Special Education Extra Hours	Santa Fe	Employ: In-person and online CPI training.	\$22.79/hr.	17	6	NTE: 2.77 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
10	# Isabella	Damasco	Instructional Assistant - Special Education Extra Hours	Wild Rose	Employ: In-person and online CPI training.	\$20.65/hr.	21	2	NTE: 3.25 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
11	# Monica	DeGuzman	Instructional Aide - Kindergarten Extra Hours	Mayflower	Employ: To cover for unfilled positions or for absences and to perform small group intervention and supervision.	\$21.70/hr.	15	6	NTE: 3 hours per day.	1/13/25-6/4/25	003432	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
12	# Steven	Duran	Instructional Assistant - Special Education Extra Hours	Clifton	Employ: In-person CPI training.	\$20.65/hr.	21	2	NTE: .25 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
13	# Veronica	Gonzalez	Head Custodian II Extra Hours	Clifton	Employ: Custodial services for the rehearsals and performances of <i>The Addams Family Musical Jr.</i>	\$27.11/hr.	26	5	NTE: 5 hours per day.	1/18/25-4/19/25	004645	C 67700.1	100%
14	# Margarita	Hernandez	Campus Assistant Extra Hours	Santa Fe	Employ: Support with Parent- Teacher conferences.	\$16.63/hr.	4	6	NTE: 4 hours total.	10/3/24-10/31/24	003457	C 07102.0	100%
15	# Brigett	Lugo	Secretary Extra Hours	Student Support Services	Employ: Interpreter for parent outreach meetings.	\$23.37/hr.	24	3	NTE: 14 hours total	10/24/24-5/22/25	002629	C 41270.1	100%
16	# Juan	Magana	Bus Driver Extra Hours	M.O.T.	Employ: Assemble TV stands.	\$27.11/hr.	24	6	NTE: 8 hours total.	12/26/2024	002894	G 00000.0	100%
17	# Tramaine	Miller	Instructional Aide - Special Education Extra Hours	MHS	Employ: In-person CPI training.	\$22.79/hr.	17	6	NTE: .5 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
18	# Carlos	Moran	Lead Groundskeeper Extra Hours	M.O.T.	Employ: Additional hours as needed for emergencies.	\$23.33/hr.	28	1	NTE: 4 hours per day.	12/26/24-6/30/24	004150	C 81500.0	100%
19	# Leticia	Moreno Martinez	Instructional Aide - Special Education Extra Hours	CELC	Employ: In-person and online CPI training.	\$22.79/hr.	17	6	NTE: 6.25 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
20	# Cassandra	Ochoa	Instructional Aide - Special Education Extra Hours	Santa Fe	Employ: In-person and online CPI training.	\$22.79/hr.	17	6	NTE: 5.75 hours total.	1/1/25-1/31/25	004637	C 65000.0	100%
21	# Mireille	Salem	Campus Assistant Extra Hours	Clifton	Employ: General Supervision girls P.E. locker room and to maintain school safety.	\$16.63/hr.	4	6	NTE: 2.75 hours per day.	2/3/25-2/28/25	003806	G 00000.0	100%
22	# Patti	Stevenson	Campus Assistant Extra Hours	Monroe	Employ: Parent engagement- School Site Council.	\$16.63/hr.	4	6	NTE: 3 hrs per month.	9/2/24-6/4/25	003292	C 90125.0	100%
23	# Audra	Tellez	Instructional Aide - Kindergarten Extra Hours	Mayflower	Employ: To cover for unfilled positions or for absences and to perform small group intervention and supervision.	\$16.92/hr.	15	1	NTE: 3 hours per day.	1/8/25-6/4/25	002170	G 00000.0	100%
24	# Kelsey	Valdez	Instructional Aide - Elementary Intervention Extra Hours	Wild Rose	Employ: Student engagement through Arts & Drama - <i>The Lion King, Jr.</i>	\$17.81/hr.	15	2	NTE: 30 hours total.	1/13/25-5/30/25	003376	C 67700.1	100%

**C. Leaves of Absence**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
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None

**D. Resignations**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent	
25	#	Manlin	Lin	Director of Fiscal Services	Fiscal Services	Voluntary Resignation	\$12205.57/mo	36-S	6	8 hr./d.; 12 mo./yr.	1/20/2025	000322	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	
26	#	Steven	Duran	Instructional Assistant - Special Education	Clifton	Increase in hours; based on student need.	\$2762.54/mo	21	2	6.5 hr./d.; 9 mo./yr.	8/14/2024	004391	C 65000.0	100%

**F. Other**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
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None

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 1. 24/25-1069 - AGREEMENT WITH INSTRUTURE FOR A SUBSCRIPTION TO PARCHMENT

## RECOMMENDATION

The Board of Education is requested to approve a contract with Instructure for a subscription to Parchment. This subscription is designed to enhance the efficiency of the transcript and records request process for school districts. Additionally, it will facilitate the support of students as they navigate their pathways from enrollment to employment by providing them with easy and secure access to their records in the form of digital credentials. This agreement is proposed to be effective from February 27, 2025 to February 27, 2028.

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

Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.

## Rationale:

Parchment helps school districts manage and send student transcripts electronically through a secure online platform, allowing for efficient delivery of official records to colleges, other schools, or even alumni, while also providing features to track the status of each transcript request and ensuring student privacy through encryption and verification processes.

## Background:

Instructure is an education technology company dedicated to elevating student success, amplifying the power of teaching, and inspiring everyone to learn together. Today the Instructure Learning Ecosystem, comprised of its flagship product Canvas LMS and several products serving K-12 and higher education, supports tens of millions of educators and students around the world. Parchment, an Instructure company, believes credentials matter in the lifelong journey of a learner. Offering the most comprehensive academic credential management platform and network, Parchment helps learners, academic institutions and employers request, verify and share transcripts, diplomas, and other credentials in simple and secure ways.

## Budget Implication (\$ Amount):

The cost for the implementation of the services is a one-time fee of \$1,100.00 along with an annual subscription fee of \$5,336.00 which covers the request of unlimited Credentials for up to 2000 currently enrolled Credential Owners to be paid out of General 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**

[Parchment\\_\\_Subscription\\_Agreement\\_2025.pdf](#)





Date: 01 / 29 / 2025	Date: 02 / 26 / 2025
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**EXHIBIT A**

**PARCHMENT K12 DISTRICT RECORDS SERVICES  
SERVICES DESCRIPTION AND FEE SCHEDULE**

Parchment and Member agree that the Parchment Services shall be provided in accordance with the following fees and provisions. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Terms and Conditions.

1. **FEES.** The fees for the Parchment Services shall be paid to Parchment as selected below:

**DISTRICT RECORDS SERVICES IMPLEMENTATION FEE.** Member shall pay a one-time implementation fee of \$1100 for the implementation of the Services. Parchment shall invoice Member following execution of this Agreement and such invoice is due within thirty (30) days of receipt by Member.

**MEMBER SUBSCRIPTION:** If checked, Member shall pay an annual subscription fee of \$ 5336 which covers the request of unlimited Credentials for up to 2000 currently enrolled Credential Owners and/or Alumni (as defined below and by checking the appropriate option below) to Credential Recipients during the first year of the Initial Order Term. Electronic delivery of the Credential (and any Supplemental Documents requested) is included at no charge with each Credential request.

**Year 1 Subscription : \$5336**

**Year 2 Subscription: \$5,602.80**

**Year 3 Subscription : \$5,882.94**

**Currently Enrolled Credential Owners Only**

**Currently Enrolled Credential Owners & Alumni  
Credential Owners**

**Alumni Credential Owners Only**

**PRINT SUBSCRIPTION:** If checked, the Member Subscription above includes the U.S. domestic paper delivery of Credentials only for the Credential Owners indicated above to Credential Recipients.

**LEARNER PAY (Per Transaction):** If checked, currently enrolled Credential Owners or Credential Owners that are not currently enrolled with Member (referred to as "Alumni") or other third-party Credential Requestors, as checked below, will be billed a Credential Request fee of **\$4.65** per Credential-type other than Verifications, and **\$12.75** per enrollment verification or graduation verification Credential-types. Electronic delivery of the Credential is included at no charge with each Credential request.

**Currently Enrolled Credential Owners Only**

**Currently Enrolled Credential Owners & Alumni  
Credential Owners**

**Alumni Credential Owners Only**

**Third Party Orders**

2. **Credential-Types.** Please check the box for each credential type(s) that the District would like to be configured for district records management ordering and fulfillment during the initial implementation. (Additional supported credential types can be added at a future date if desired).

**Transcripts**

**Academic Certificates**

**Birth Certificates**

**Replacement Diplomas**

**Immunization Records**

**Special Education Records**

**Enrollment Verification Certificates**

**Graduation Verification Certificates**



3. **Payment Terms.** All payments under this Order Form are due within thirty (30) days of the date of the invoice sent by Parchment. Invoices are sent upon the execution of this Agreement, or as otherwise shown in this Order Form. All fees are **non-refundable.**

4. **Participating Institutions.** Parchment and Member agree that the following institutions are included under the services of this Agreement: Monrovia High, Canyon Oaks

5. **SURCHARGE.** Member can add a surcharge to each transcript as a method of cost recovery for some or all of Member's fees, or an auxiliary revenue source. Surcharge amounts are decided by Member and may be adjusted by them using the Parchment Send administrator interface. Parchment shall retain 20% of these surcharges actually collected by Parchment and remit to Member on a quarterly basis, no later than 15 days following the end of each calendar quarter provided that the amount due is more than \$500. If below \$500, the balance will be carried to the next quarter and paid when the amount exceeds the minimum.

6. **PRINT SERVICES.** Parchment is an electronic credential delivery system. However, Credential Owners may elect to print and mail their Credentials at the time of request, subject to additional fees. The current print and mail additional fees are listed below.

**\$2.75** for USPS domestic paper delivery (including first class postage)

**\$5.75** for USPS international paper delivery (including first class postage)

**\$33.00** for FedEx Domestic Overnight

**\$60.00** for FedEx International

7. **DESCRIPTION OF PARCHMENT AWARD: DISTRICT RECORDS SERVICES.** The Parchment Services ordered and described herein shall enable Credential Owners to order and request delivery of Credentials from the Credential holding institution to Credential Recipients (referred to as "Parchment Award District Records Services"). Parchment Award District Records Services also provides a number of additional features and functions, including Credential retrieval and the delivery of Analytics. Subject to Member's compliance with this Agreement, Parchment will use commercially reasonable efforts to electronically deliver and/or to print and manually send Credentials to Credential Recipients. Member hereby designates Parchment as the Member's authorized provider in sending official copies of Credentials, on paper or electronically, to Credential Recipients, and agrees to provide such documents and certificates as Parchment reasonably requests, to confirm such authority to prospective Credential Recipients. The Parchment Services provides Member with several processing options, while providing a secure and intuitive online workflow for current students/alumni to request their credentials to be sent to any recipient worldwide. The Parchment Services provide full tracking, notifications, and reporting to both the Member's administrators and current students/alumni.



The Parchment Award District Records Services shall be provided with the following features/functionality:

7.1 Fulfillment of receiver-initiated requests through the Document Request interface

7.2 eCommerce features to define surcharges to be collected on behalf of the Member, including:

- Support for different surcharges for current Students or Alumni
- Support for administrative control of transactions subject to a surcharge (i.e. all transactions or transactions after the first 'X' transactions)

7.3 Enhanced Credential upload options

7.4 Full transactional reporting

7.5 Administrative panel to manage the Member's account including:

- Grading Periods
- Approval Settings
- 'To Do List' Queues Settings

7.6 Student Rosters & Registration Codes

- As part of the implementation process, Members upload a Student Roster for the full student body (grades 9-12)
- Parchment auto-generates a unique PIN for each student
- Students (and parents) can use the PIN to register at a Parchment Site

7.7 Common App integration with the Common App online school forms to deliver transcripts electronically to Common App member colleges

7.8 If selected on the Member's Order Form, District Records Management utilizes the Parchment District processing workflow for all orderable documents centrally processed for Alumni and third-party Credential Requestors (third-party ordering).



## **EXHIBIT B**

### **TERMS & CONDITIONS**

Parchment LLC ("**Parchment**") and Member hereby agree to be bound by these Terms and Conditions as of the Effective Date, as attached and incorporated into the Order Form for the Parchment Services. The communications between Member set forth on the applicable Order Form, and Parchment relating to the Parchment Services may include electronic means. Each of Member and Parchment may be referred to as a "**Party**" and collectively as the "**Parties**".

#### **1 DEFINITIONS.**

**1.1 "Agreement"** has the meaning set forth on the Order Form.

**1.2 "Authorized User"** means any Member employee or contractor or such other individual as may be authorized by virtue of such individual's relationship to, or permissions from, Member, to access the Parchment Services pursuant to Member's rights under this Agreement. Credential Owners will not be considered Authorized Users except as otherwise set forth herein.

**1.3 "Confidential Information"** means any non-public material or information relating to a Party which it discloses or makes available to the other Party under this Agreement, including, by way of example, research, strategies, inventions, processes, formulas, technologies, designs, drawings, finances, or other non-public information or trade secrets that such disclosing Party treats as proprietary or confidential. Without limiting the foregoing, the Services, the Analytics, Transactional Data, De-Identified Data, and any databases of Parchment (including any data models and data contained therein that is not Member-specific) are Confidential Information of Parchment.

**1.4 "Credential"** means a licensed transcript, academic certificate, enrollment verification certificate, graduation verification certificate, birth certificate, special education records, or diploma of a Credential Owner.

**1.5 "Credential Issuer"** means the institution that issues, certifies, Awards, and/or maintains the Credential of a Credential Owner.

**1.6 "Credential Owner"** means an individual who has registered for the Parchment Services and uses the Parchment Site for the management of his or her Credential. Credential Owners may be provided access to the Parchment Services by their Credential Issuer.

**1.7 "Credential Recipient"** means an institution or an individual that receives (or is awarded) a Credential through the Parchment Services (for example, a college or employer or Credential Owner).

**1.8 "Credential Requestor"** means an authorized third party individual or institution that uses the Parchment Services to request electronic delivery and fulfillment of a Credential.

**1.9 "De-Identified Data"** means data for which the personally identifying information (e.g. name, email address, postal address) has been removed, and may include aggregated data, or statistics.

**1.10 "Documentation"** means Parchment's standard user manuals and/or related documentation generally made available to members of the Parchment Services purchased.

**1.11 "Effective Date"** has the meaning set forth on the Order Form.

**1.12 "Intellectual Property Rights"** means any and all now known or hereafter existing (a) rights associated with works of authorship, including copyrights, mask work rights, and moral rights; (b) trademark or service mark rights and trade dress; (c) trade secret rights; (d) patents, patent rights, and industrial property rights; (e) layout design rights, design rights, and other proprietary rights of every kind and nature other than trademarks, service marks, trade dress, and similar rights; and (f) all registrations, applications, renewals, extensions, or reissues of the foregoing, in each case in any jurisdiction throughout the world.

**1.13 "Member Data"** means the data, information and content provided by Member and/or Authorized Users through the Parchment Services, including Credentials, but excluding De-Identified Data and Transactional Data.

**1.14 "Order Form"** means Parchment's standard Parchment Services order form, executed by both Parties, which incorporates by reference the Services Description and Fees Schedule (attached to the Order Form as Exhibit A), and these Terms and Conditions (attached to the Order Form as Exhibit B).

**1.15 "Parchment Services"** means Parchment's digital credential services, as identified in a mutually executed Order Form or amendment to this Agreement, which enable Credential Owners and/or Authorized Users to access certain features and functions of Parchment's credential exchange and analytics platform as selected on the Order Form and described on Exhibit A to such Order Form. References to any Parchment Services include the Documentation.

**1.16 "Parchment Site"** means any of the websites located at <https://parchment.com> and any other URLs owned or operated by Parchment and designated by Parchment for use by Credential Owners as part of the Parchment Services.

**1.17 "Professional Services"** means any implementation, set-up, integration, training, custom development or other professional services provided to Member by Parchment.

**1.18 "Request"** (whether or not such term is capitalized) means to digitally request the issuance and transmission of one Credential electronically to one Credential Recipient.

**1.19 "Services"** means the Parchment Services combined with the Professional Services.

**1.20 "Supplemental Document"** means a school report, school profile, letter of recommendation, counselor recommendation, teacher evaluation, immunization record, or unofficial test score. Supplemental Documents may be included with a Credential request at no additional charge.



**1.21** “*Terms and Conditions*” means all the provisions, terms and conditions set forth in these Terms and Conditions and incorporated into each Order Form.

**1.22** “*Term*” shall have the meaning set forth in [Section 11.1](#).

**1.23** “*Transactional Data*” means any non-personally identifiable data or information generated from Authorized Users’ or Credential Owners’ use of the Parchment Services, which may include, without limitation, the number of Credential Owners applying or requesting their Credentials be sent to a particular Credential Recipient, information provided to Parchment during registration, such as login details and test scores, and order history.

## **2 PARCHMENT SERVICES; ORDERS AND USE.**

**2.1 Orders and Provision of Access.** Subject to this Agreement, Parchment grants to Member a non-exclusive, non-transferable right to permit Authorized Users to access the features and functions of the applicable Parchment Services ordered pursuant to an Order Form, subject to any restrictions set forth therein. As soon as reasonably practicable after the Effective Date, Parchment will provide to Member the necessary access protocols to allow Member and its Authorized Users to access the Parchment Services.

**2.2 Multiple Institutions.** Subject to payment of applicable fees and as indicated on the Order Form, Member can make the Parchment Services available to any of its participating institutions, divisions, or locations, if applicable. Each such participating institution may be referred to herein as an “*Institution*” and any reference to Member will include such institutions, divisions, or locations and Member will be responsible for the acts and omissions of its Institutions and any act or omission by an Institution which, if undertaken by Member, would constitute a breach of this Agreement, will be deemed a breach of this Agreement by Member.

### **2.3 Usage Restrictions.**

**2.3.1** Member and its Authorized Users will not: (a) decompile, disassemble, reverse engineer or otherwise attempt to obtain or perceive the source code from which any component of the Parchment Services are compiled or interpreted, and Member acknowledges that nothing in this Agreement will be construed to grant Member any right to obtain or use such code; (b) create any derivative product from any of the Parchment Services; or (c) allow third parties other than Authorized Users to gain access to the Parchment Services, with the understanding that Member will not be in breach of the foregoing restriction by using the Parchment Services to authorize, enable and permit Credential Owners who attend one of its Institution(s) to access the Parchment Services.

**2.3.2** Member will use the Parchment Services only as contemplated by this Agreement and will not, nor will Member authorize any Authorized User, Credential Owner or other third party to, use the Parchment Services to: (a) send any form of duplicative and unsolicited messages; (b) harvest, collect, gather or assemble information or data regarding other users without their consent; (c) transmit through or post on the Parchment Services any unlawful, immoral, libelous, tortuous, infringing, defamatory, threatening, vulgar, or obscene material or material harmful to minors;

(d) transmit material containing software viruses or other harmful or deleterious computer code, files, scripts, agents, or programs; (e) interfere with or disrupt the integrity or performance of the Parchment Services or the data contained therein; or (f) attempt to gain unauthorized access to the Parchment Services, computer systems or networks related to the Parchment Services.

**2.4 Conditions on Use by Authorized Users and Credential Owners.** Parchment may condition Credential Owners’ or Authorized Users’ (if using the Parchment Services on their own behalf and not on behalf of the Member) use of the Parchment Services, including the Parchment Site, on their acceptance of and compliance with the Parchment’s then-current terms of service, including the payment of any applicable fees. Any Credential Owner affiliated with the Member or an Institution may access the Parchment Site, subject to this [Section 2.4](#).

**2.5 Exclusivity.** Parchment will be Member’s preferred and primary method to electronically deliver and/or Award Credentials to Credential Owners or Credential Recipients, as applicable.

**2.6 Fee Waivers.** Parchment may provide fee-waivers that can be used in place of other payment methods in order to assist students who have demonstrated that payment of the fees for the Parchment Services might represent an economic barrier to college entrance. Up to a maximum of four fee waivers may be allocated by the Member to any qualifying Credential Owner who has met the requirements for, and received a fee waiver from The College Board or ACT.

## **3 MEMBER RIGHTS AND OBLIGATIONS.**

**3.1 Authorized User Access to Service; Usernames.** Member may permit Authorized Users to access and use the features and functions of the Parchment Services in accordance with this Agreement. Member will: (a) provide to Parchment information and other assistance as necessary to enable Parchment to establish usernames to be used by Authorized Users; (b) be responsible for maintaining the confidentiality of all Authorized Users’ usernames and passwords; (c) be solely responsible for all activities that occur under these usernames; (d) not to allow a third party to use its account, usernames or passwords at any time; and (e) notify Parchment promptly of any actual or suspected security breach. Parchment reserves the right to terminate any username and password that Parchment reasonably determines may be suspect. As between Member and Parchment, Member will be responsible for all acts and omissions of Authorized Users, and any act or omission by such Authorized Users which, if undertaken by Member, would constitute a breach of this Agreement, will be deemed a breach of this Agreement by Member.

**3.2 Member Obligations.** Member is solely responsible for (a) the accuracy of any Member-provided means of authenticating Credential Owners using the Parchment Services; (b) the options it selects as part of the Parchment Services; (c) completeness, accuracy, and timely delivery of all Credentials to Parchment;

(d) compliance with the Member's regulations related to the transmission, issuance, and Award of Credentials, including the accuracy, completeness, of the Credentials; (e) operation of Member's computer and communication systems; and (f) results of Member's use of the Parchment Services. Additionally, Member will (i) inform Credential Owners and Authorized Users about the use and benefits of the Parchment Services, (ii) schedule appropriate staff training on how to use the Parchment Services, (iii) place Parchment name and logo and provided descriptive text and hyperlink promoting the Parchment Services on Member's website; (iv) provide any required or requested data (e.g., roster of Credential Owners, bulk uploads, course catalog data) necessary for the full functioning of the Parchment Services; (v) monitor and promptly respond to any requests for Credentials; and (vi) periodically update Credentials for use in the Parchment Services.

### **3.3 Requirement to Provide Member Data to Parchment.**

Certain Member Data may be required for the proper operation of the Parchment Services. Member will make available in a timely manner at no charge to Parchment all Member Data required by Parchment for the performance of its obligations under this Agreement. Member will be responsible for and assumes the risk, responsibility and expense of: (a) any problems resulting from, the accuracy, quality, integrity, legality, reliability, and appropriateness of all such Member Data; and (b) acquiring, installing and maintaining all connectivity equipment, hardware, software and other equipment as may be necessary for it and its Authorized Users to connect to, access, and use the Parchment Services. Member acknowledges and agrees that it is the legal custodian of the Credentials, has all rights to transfer Credentials to Parchment for purposes of providing the Parchment Services, and that Parchment will send or Award the Credential as provided to Parchment by Member. Accordingly, Parchment is not responsible for any inaccuracies in the Member Data or Credential provided to Parchment.

**3.4 Legal and Regulatory Compliance.** Member agrees to comply with all applicable federal, state, county, and municipal, statutes, laws, ordinances, and regulations in its acts and omissions relating to this Agreement, including without limitation the Family Education Rights and Privacy Act and the Protection of Pupil Rights Act. Member acknowledges that it has selected to accept electronic signature via the Parchment Services as a valid method of consent to disclose Credentials pursuant to FERPA. The parties agree that any processing of Member Data that is subject to the General Data Protection Regulation (GDPR) or the California Consumer Privacy Act (CCPA), if any, and solely to the extent such Member Data is processed by Parchment under the proper jurisdiction and scope of the GDPR and CCPA respectively, will be subject to the Data Protection Addendum, available [here \(https://www.parchment.com/data-protection-addendum-2021/\)](https://www.parchment.com/data-protection-addendum-2021/), which, solely to the extent applicable, is hereby incorporated by reference.

## **4 PARCHMENT RIGHTS AND OBLIGATIONS.**

**4.1 Technical Assistance.** Parchment provides certain limited support services as part of the Parchment Services. Member can designate up to two (2) Authorized Users to receive technical assistance from Parchment ("**Eligible Support Recipients**"). Such designees may be changed at any time by written notice to

Parchment. Parchment will also use reasonable efforts to provide support to Credential Owners in accordance with Parchment's then-current support policies. Except as set forth above, Member will be solely responsible for the support of all Authorized User and Credential Owners accessing the Parchment Services. Subject to this Agreement including the payment of the applicable fees, Parchment will provide technical assistance to Member during Parchment's ordinary and customary business hours in accordance with its standard policies and procedures, with the understanding that such policies do not provide for any on-site support. To the extent the Parties agree that Parchment will provide on-site technical assistance, Member will be obligated to pay a fee to Parchment, in an amount determined by Parchment's then-standard hourly rates for such support, and Member will further reimburse Parchment for expenses related to travel and/or living expenses incurred by Parchment personnel in the provision of such on-site support.

**4.2 Training.** Parchment may, in its sole discretion, offer access to web-based classes and self-directed online training modules on the use of the Parchment Services. Member may request for Parchment to provide training services related to Member's use of the Parchment Services. Until the Member has ordered training services pursuant to a statement of work or separate agreement, Parchment will have no obligation to provide training services to Member other than as indicated above.

**4.3 Communication with Users.** As part of the provision of the Parchment Services under this Agreement, Member agrees that Parchment may communicate with Authorized Users and Credential Owners from time-to-time as may be necessary for the provision of the Parchment Services, in Parchment's reasonable discretion. Upon a Credential Owner registering on the Parchment Site, Parchment may communicate with such Credential Owner to the extent permitted under such relationship.

**4.4 Continuous Development.** The Parties acknowledge and agree that Parchment may continually develop, deliver and provide to Member ongoing innovation to the Parchment Services in the form of new features, functionality, capabilities and services. Accordingly, Parchment reserves the right to modify the Parchment Services from time to time. Some modifications will be provided to Member at no additional charge. In the event that Parchment adds additional functionality to the Parchment Services, Parchment may condition the implementation of such modifications on Member's payment of additional fees, and Member will not be entitled to such new functionality unless Member pays such fees, provided that Member may continue to use the version of the Parchment Services that Parchment makes generally available (without such features) without paying additional fees. If any modification materially and adversely affects the functionality of the Parchment Services, Member may provide written notice to Parchment within thirty (30) days of such change and, if Parchment is unable to provide substantially the same functionality to Member in the Parchment Services within thirty (30) days of Parchment receiving such notice, Member may terminate the applicable Order Form as its sole and exclusive remedy for such modification.

**4.5 Parchment Obligations; Legal and Regulatory Compliance.** Parchment will: (a) provide the Services in material accordance with the Order Form, Documentation and Exhibit A; (b) implement and maintain backup, security and business continuity measures, in accordance with industry practices, in order to maintain the security and integrity of the Parchment Services and Member Data; provided, however, that Parchment will have no obligation to backup or maintain the security of Credentials and other data and materials that are within the control of Member or any other Authorized User or Credential Owner; and (c) comply with all applicable federal, state, county, and municipal, statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time, including the Family Educational Rights and Privacy Act and the Protection of Pupil Rights Act, and applicable data protection laws.

## 5 PROPRIETARY RIGHTS.

**5.1 Member Data.** As between Parchment and Member, Member owns all right, title, and interest in and to the underlying Member Data. Subject to the terms of this Section 5, Parchment agrees to hold confidential (in accordance with applicable state laws, federal laws and specifically as provided for under FERPA) all Member Data it receives, and will not read the contents of any such Credentials in the Parchment Services, except as necessary to process the transaction through the Parchment Services or store the data as part of Services or in the ordinary course of its business. The parties agree and understand that Parchment does not verify any Member Data or the contents of any Credentials as complete or accurate, nor does it provide verification of status or any other item. The parties further agree and understand that Parchment shall not modify the Member Data or Credentials provided to it for purposes of processing transactions through the Parchment Services, unless otherwise specified and agreed upon by Member and Parchment. The Parchment Services are limited to the description provided herein and in related Documentation. Notwithstanding the above, once Credentials are lawfully transmitted to a third party, the third party's, and those acting on behalf of the third party's, use of those Credentials is not governed by this Agreement.

**5.2 Transactional Data.** Parchment may utilize data capture, syndication, and analysis tools, and other similar tools, to extract, compile, synthesize, and analyze Transactional Data. Transactional Data relies solely on data regarding the transaction of registering or transmitting the Credential through the Parchment Services, and does not include any data from the Credential itself. To the extent that any Transactional Data is generated through the Parchment Services and collected by Parchment, such Transactional Data will be solely owned by Parchment and may be used by Parchment for any lawful purpose, provided that the Transactional Data is used only in de-identified form and in a manner that does not permit the identification of any Credential Owner. Parchment agrees to comply with applicable privacy and other laws and regulations respecting the dissemination and use of such Transactional Data.

**5.3 De-Identified Data.** Parchment may create De-Identified Data from Member Data. Parchment may create De-

such De-Identified Data for any lawful purpose, provided that it is used in such a manner that does not permit the identification of any Credential Owner.

**5.4 Intellectual Property Rights in Parchment Services.** Member acknowledges that Parchment and its licensors own all Intellectual Property Rights in and to the Services (including all components thereof) and all work product, developments, inventions, technology or materials provided under this Agreement. Parchment reserves all rights not expressly granted to Member in this Agreement. Member will not engage in any act or omission that would impair Parchment's and/or its licensors' Intellectual Property Rights in the Services, and any other materials, information, processes or subject matter proprietary to Parchment. Member further acknowledges that Parchment retains the right to use the foregoing for any purpose in Parchment's sole discretion.

**5.5 Feedback.** From time to time, Member and its Authorized Users may provide suggestions, enhancement requests, recommendations or other feedback relating to the operation or functionality of the Services ("**Feedback**"). Member will have no obligation to provide Feedback. Member hereby grants Parchment, and Parchment will have, a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use, disclose, reproduce, license or otherwise distribute and exploit any Feedback as it sees fit, entirely without obligation or restriction of any kind on account of intellectual property rights or otherwise.

**5.6 Analytics.** As part of certain Parchment Services, Parchment may provide Member with access to certain analytics and benchmarking data, which may include Transactional Data or De-Identified Data, each as defined above, and derivative works thereof, and other standard and/or customized reports prepared by Parchment for Member (all such reports, analytics, data, content and information, to be referred to as the "**Analytics**"). As between Member and Parchment, Parchment retains all right, title and interest in and to the Analytics, including all Intellectual Property Rights therein, except for any underlying Member Data therein. To the extent Parchment provides Member with access to any Analytics, Parchment grants Member a limited, non-exclusive, non-transferable license, subject to this Agreement, to use and reproduce the Analytics solely for Member's internal business use and for no other purpose. Member acknowledges that the Analytics are the Confidential Information of Parchment (and thus subject to the obligations in Section 7) and contain valuable trade secrets and other intellectual property of Parchment and its licensors. Member agrees that it will not, and will not permit any third party to: (a) reproduce (except as expressly permitted herein), modify, translate, or create any derivative work of all or any portion of the Analytics; (b) sell, rent, lease, distribute, sublicense, disclose, assign, transfer, or otherwise make available to any third party all or any portion of the Analytics; (c) make the Analytics available for access by anyone over a network or use the Analytics on a service bureau or time sharing basis; or (d) use the Analytics in any way to create products or services similar to or competitive with the Parchment Services. The foregoing restrictions in this Section 5.6 will not limit how Member can use the Member Data to the extent it is not included in the Analytics.



Identified Data from any data it collects or receives in connection with the Parchment Services. Parchment may use and disclose



## 6 FEES AND PAYMENTS.

**6.1 Fees Payable.** All fees are listed and payable in United States dollars. Parchment will submit invoices to Member for fees in accordance with the relevant payment schedules indicated on the applicable Order Form, if any, and, if applicable, each invoiced amount will be due and payable by Member within thirty (30) days of receipt of the relevant invoice. Unless otherwise expressly specified in Exhibit A to this Agreement, after the first twelve (12) months of the Agreement, Parchment, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Parchment will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

**6.2 Disputed Charges.** Member must notify Parchment in writing of any dispute or disagreement with invoiced charges within thirty (30) days after the date of invoice. Absent such notice, Member will be deemed to have agreed to the charges as invoiced after the expiration of such time period.

**6.3 Late Payments; Interest.** Parchment reserves the right to charge, and Member agrees to pay, a late charge equal to one and one-half percent (1½%) per month or the maximum rate permitted by applicable law, whichever is less, on any amount that is not the subject of a good faith dispute that is unpaid on the due date, and on any other outstanding balance.

**6.4 Taxes.** Member understands that all amounts payable under this Agreement exclude all applicable sales, use, excise, gross receipts, other taxes fees, duties and charges and all applicable export and import fees, customs duties and similar charges (other than taxes based on Parchment's income) (collectively "Taxes"). Member agrees to be responsible for and to remit payment of all such Taxes arising from the payment of any fees hereunder. In the event that any state assesses liability for such Taxes to Parchment, Member agrees that, upon Parchment's request, it will provide Parchment with documentary proof that such Taxes have been paid or it will provide a tax exemption certificate. Any such Taxes imposed on any payments hereunder to Parchment will be Member's sole responsibility and if Member fails to make such tax payments, Member agrees to pay all Taxes assessed to Parchment, along with applicable interest and penalties, within ten (10) days of demand therefor to Parchment.

**7 CONFIDENTIALITY.** During this Agreement, each Party will have access to certain Confidential Information of the other Party. Each Party agrees: (a) not to disclose the Confidential Information of the other Party to anyone except its employees, contractors and advisors ("Representatives") on a strict need to know basis and subject to a written duty of confidence, (b) to use the Confidential Information strictly for the performance or receipt of this Agreement and (c) to use commercially reasonable efforts to protect the confidentiality of the other Party's Confidential Information. This Section will not apply to Confidential Information that (i) is or becomes publicly available through no fault of the recipient, (ii) is already in the recipient's possession at the time of its disclosure without any duty of confidence, or (iii) is independently developed by the recipient without reference to or use of the disclosing party's Confidential Information and by personnel without access to such Confidential Information.

Each Party may disclose Confidential Information to the extent required: (1) by securities laws, (2) to comply with a court or governmental order, or to comply with applicable law or (3) to establish or preserve a Party's rights under this Agreement. Each Party will be responsible for the acts and omissions of its Representatives related to any breach of this Section.

## 8 WARRANTIES.

**8.1 Mutual Representations and Warranties.** Each Party represents and warrants to the other Party that the execution and performance of this Agreement does not and will not violate any other contract, obligation, or instrument to which it is a party, or which is binding upon it, including terms relating to covenants not to compete and confidentiality obligations.

**8.2 Parchment Warranties.** Parchment represents and warrants that it will provide the Services in a professional and workmanlike manner substantially consistent with general industry standards.

**8.3 FERPA Warranty.** Parchment will comply with the regulations of FERPA which are applicable to Parchment. NOTWITHSTANDING ANYTHING ELSE SET FORTH HEREIN, PARCHMENT WILL NOT BE RESPONSIBLE FOR VIOLATIONS OF FERPA RELATED TO MEMBER'S PROCESSES NOT RELATED TO THE SERVICES.

**8.4 Member Warranties.** Member hereby represents and warrants that it owns or otherwise has sufficient rights and all necessary consents to grant Parchment access to and use and display of the Member Data in accordance with this Agreement, and that its collection and provision of such Member Data complies with all applicable laws and does not violate any person's right of privacy or publicity.

**8.5 No Other Warranties.** EXCEPT AS EXPRESSLY WARRANTED IN THIS AGREEMENT, THE PARCHMENT SERVICES, PARCHMENT SITE, AND ANY OTHER MATERIALS, DATA AND/OR SERVICES PROVIDED BY PARCHMENT ARE PROVIDED "AS IS" AND "WITH ALL FAULTS," AND PARCHMENT EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND OR NATURE, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY IMPLIED WARRANTIES OF NON-INFRINGEMENT, NON-INTERFERENCE, VALUE OR ACCURACY OF DATA, AS WELL AS ANY WARRANTIES OF MERCHANTABILITY, SYSTEM INTEGRATION, FITNESS FOR A PARTICULAR PURPOSE, OR THE ABSENCE OF ANY DEFECTS THEREIN, WHETHER LATENT OR PATENT. NO WARRANTY IS MADE BY PARCHMENT ON THE BASIS OF TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. PARCHMENT DOES NOT WARRANT THAT THE PARCHMENT SERVICES OR ANY OTHER INFORMATION, MATERIALS, TECHNOLOGY OR SERVICES PROVIDED UNDER THIS AGREEMENT WILL MEET MEMBER'S REQUIREMENTS OR THAT THE OPERATION THEREOF WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL ERRORS WILL BE CORRECTED. MEMBER ACKNOWLEDGES THAT PARCHMENT'S OBLIGATIONS UNDER THIS AGREEMENT ARE FOR THE BENEFIT OF MEMBER ONLY.



**8.6 Delays.** PARCHMENT'S SERVICES MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS. PARCHMENT IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS.

## 9 LIMITATION OF LIABILITY.

**9.1 LIMITATIONS OF LIABILITY.** IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM, INCLUDING LOST PROFITS, COSTS OF DELAY, ANY FAILURE OF DELIVERY, BUSINESS INTERRUPTION, COSTS OF LOST OR DAMAGED DATA OR DOCUMENTATION OR LIABILITIES TO THIRD PARTIES ARISING FROM ANY SOURCE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE. TO THE MAXIMUM EXTENT PERMITTED BY LAW AND EXCEPT FOR PARCHMENT'S INDEMNIFICATION OBLIGATIONS, THE CUMULATIVE LIABILITY OF PARCHMENT TO MEMBER FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, INCLUDING ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, WILL NOT EXCEED THE TOTAL AMOUNT OF ALL FEES PAID TO PARCHMENT BY MEMBER OR UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS PRECEDING THE DATE ON WHICH THE APPLICABLE CLAIM AROSE. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

**9.2 Essential Basis.** The disclaimers, exclusions and limitations of liability set forth in this Agreement form an essential basis of the bargain between the Parties, and, absent any of such disclaimers, exclusions or limitations of liability, the provisions of this Agreement, including the economic terms, would be substantially different.

**10 Indemnification Obligations of Parchment.** Parchment will defend at its expense any suit brought against Member by a third party, and will pay any settlement Parchment makes or approves, or any damages finally awarded in such suit, insofar as such suit is based on a claim by any third party alleging: (a) that the Parchment Services misappropriate any Intellectual Property Rights of a third party; (b) Parchment's breach of Section 8.3; or (c) Parchment's gross negligence or willful misconduct in handling the Credentials. If any portion of the Parchment Services becomes, or in Parchment's opinion is likely to become, the subject of a claim of infringement, Parchment may, at Parchment's option: (i) procure for Member the right to continue using the Parchment Services; (ii) replace the Parchment Services with non-infringing services which do not materially reduce the functionality of the Services; (iii) modify the Parchment Services so that it becomes non-infringing; or (iv) terminate the Parchment Services and refund any fees actually paid by Member to Parchment for the remainder of the Term then

in effect, and upon such termination, Member will immediately cease all use of the Services. Notwithstanding the foregoing, Parchment will have no obligation under this Section 10 or otherwise with respect to any claim based upon (1) any use of the Services not in accordance with these Terms and Conditions or the Documentation; (2) Parchment's conformance to Member's specifications; (3) any use of the Services in combination with other products, equipment, services or content not supplied by Parchment; (4) any modification of the Services by any person other than Parchment or its authorized agents; or (5) the Member Data. THIS SECTION STATES MEMBER'S SOLE AND EXCLUSIVE REMEDY FOR INFRINGEMENT CLAIMS AND ACTIONS. Parchment's obligations as set forth above are expressly conditioned upon each of the following: (A) Member promptly notifying Parchment in writing of any threatened or actual claim or suit; (B) Parchment having sole control of the defense or settlement of any claim or suit; and (C) Member cooperating with Parchment to facilitate the settlement or defense of any claim or suit.

## 11 TERM AND TERMINATION.

**11.1 Term.** This Agreement is effective as of the Effective Date listed on the Order Form. The Term of this Agreement will commence on the Effective Date and will continue for as long as the Initial Order Term indicated on the Order Form and any subsequent renewals is in effect, unless terminated in accordance with this Section 11 (the "**Term**").

**11.2 Termination for Breach.** Either Party may terminate this Agreement immediately upon written notice in the event that the other Party materially breaches this Agreement and thereafter: (a) in the case of material breach resulting from non-payment of amounts due hereunder, has failed to pay such amounts within ten (10) days after receiving written notice thereof; or (b) has failed to cure any other material breach (or to commence diligent efforts to cure such breach that are reasonably acceptable to the terminating Party) within thirty (30) days after receiving written notice thereof.

**11.3 Termination upon Bankruptcy, Insolvency or Lack of Funding.** Either Party may, at its option, terminate this Agreement immediately upon written notice to the other Party, in the event (a) that the other Party becomes insolvent or unable to pay its debts when due; (b) the other Party files a petition in bankruptcy, reorganization or similar proceeding, or, if filed against, such petition is not removed within ninety (90) days after such filing; (c) the other Party discontinues its business; (d) a receiver is appointed or there is an assignment for the benefit of such other Party's creditors; or (e) if the Member or the Member's sponsor is a state or federal agency or institution, the funding for this Agreement is not provided to Member or the Member's sponsor by the legislature of the applicable state or federal government.

**11.4 Suspension of Service.** If Member fails to pay undisputed amounts in accordance with this Agreement or, if and as necessary to protect the Member Data and/or Credentials in the event of a threat to the security of the Parchment Service(s), Parchment will have the right, in addition to any of its other rights or remedies, to immediately suspend the provision of the Services (including access to the Parchment Services and/or Parchment Site) to Member and/or its Credential Owners,

without liability to Member until such amounts are paid in full or such breach is cured (in Parchment's sole discretion), as applicable.

**11.5 Accrued Obligations.** Termination of this Agreement will not release the Parties from any liability which, at the time of termination, has already accrued or which thereafter may accrue with respect to any act or omission before termination, or from any obligation which is expressly stated in this Agreement to survive termination. Notwithstanding the foregoing, the Party terminating this Agreement as permitted by any provision in this Section 11 will incur no additional liability merely by virtue of such termination.

**11.6 Effect of Termination.** Upon any expiration or termination of this Agreement, Member will immediately discontinue all use of the Parchment Services and pay all amounts due and payable hereunder. Each Party will promptly delete or destroy any Confidential Information of the other Party, including all copies thereof, except that Parchment may retain the Member Data: (a) as required by law; (b) for up to thirty (30) days after the effective date of termination, Parchment will, upon written request, make available to Member a copy of its Member Data in one of Parchment's standard formats. After such period, Parchment may delete Member Data.

**11.7 Survival of Obligations.** The provisions of Sections 2.5, 3.4, 5, 7 through 10, 11.6 through 11.7, and 12, and Member's obligations to pay any amounts due and outstanding hereunder, will survive termination or expiration of this Agreement.

## 12 MISCELLANEOUS.

**12.1 Force Majeure.** Either Party will be excused from performance of its obligations under this Agreement if such a failure to perform results from compliance with any requirement of applicable law, acts of God, fire, strike, embargo, terrorist attack, war, insurrection or riot or other causes beyond the reasonable control of that Party. Any delay resulting from any of such causes will extend performance accordingly or excuse performance, in whole or in part, as may be reasonable under the circumstances.

**12.2 Notices.** Member (a) consents to receive communications from Parchment in electronic form, whether via email, posting updates on the Parchment Site, or by other reasonable means, and (b) agrees that all agreements and other communication that Parchment provides to Member electronically satisfies all legal requirements as if on print writing. All notices required under these Terms and Conditions will be in writing, delivered personally, by email, or by nationally recognized overnight courier (e.g., FedEx) at the Parties' respective addresses set forth on the Order Form (with notices to Parchment sent to the attention of the General Counsel). All notices will be deemed effective upon personal delivery, or when received if sent by email or overnight courier.

**12.3 Assignment.** Neither Party will assign its rights or delegate its obligations under this Agreement without the other Party's prior written consent, and, absent such consent, any purported assignment or delegation will be null, void and of no effect. However, either Party may, without the written consent of the other Party, assign this Agreement and its rights and obligations hereunder in connection with the transfer or sale of all or substantially all of its business related to this Agreement, or

in the event of a merger, consolidation, change in control or similar transaction. This Agreement will be binding upon and inure to the benefit of Parchment and Member and their successors and permitted assigns.

**12.4 Independent Contractors.** Member and Parchment acknowledge and agree that the relationship arising from this Agreement does not constitute or create any joint venture, partnership, employment relationship or franchise between them, and the Parties are acting as independent contractors in making and performing this Agreement.

**12.5 Amendment.** No amendment to this Agreement will be valid unless such amendment is made in writing and is signed by the authorized representatives of the Parties.

**12.6 Waiver.** No waiver under this Agreement will be valid or binding unless set forth in writing and duly executed by the Party against whom enforcement of such waiver is sought. Any such waiver will constitute a waiver only with respect to the specific matter described therein and will in no way impair the rights of the Party granting such waiver in any other respect or at any other time. Any delay or forbearance by either Party in exercising any right hereunder will not be deemed a waiver of that right.

**12.7 Severability.** If any provision of this Agreement is invalid or unenforceable for any reason in any jurisdiction, such provision will be construed to have been adjusted to the minimum extent necessary to cure such invalidity or unenforceability. The invalidity or unenforceability of one or more of the provisions contained in this Agreement will not have the effect of rendering any such provision invalid or unenforceable in any other case, circumstance or jurisdiction, or of rendering any other provisions of this Agreement invalid or unenforceable whatsoever.

**12.8 Causes of Action.** No action arising from or related to this Agreement may be brought by either Party more than one (1) year after the cause of action has accrued, except that an action for non-payment may be brought within two (2) years after the date such amount was due.

**12.9 No Third Party Beneficiaries.** The Parties acknowledge that the covenants set forth in this Agreement are intended solely for the benefit of the Parties, their successors and permitted assigns. Nothing herein, whether express or implied, will confer upon any person or entity, other than the Parties, their successors and permitted assigns, any legal or equitable right whatsoever to enforce any provision of this Agreement.

**12.10 Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one Agreement.

**12.11 Construction.** Unless otherwise specified herein: (a) the word "including" means "including but not limited to"; and (b) any reference to days will mean calendar days. All headings are for convenience only.

**12.12 Publicity.** Parchment will be permitted to use Member's name and logo (subject to the appropriate party's style guidelines to ensure proper placement or use by the other party) (a) in association with Parchment's provision of the Services; and (b) on a client or partner list or partial client list during the term of this Agreement, provided that such list does not state or imply Member's endorsement of Parchment or the Services.



**12.13 Governing Law.** This Agreement shall be interpreted, governed, and construed by the laws of the State of Delaware without regard to principles of conflict of laws.



**12.14 Entire Agreement.** This Agreement sets forth the entire agreement and understanding between the Parties hereto with respect to the subject matter hereof and, except as specifically provided herein, supersedes and merges all prior oral and written agreements, discussions and understandings between the Parties with respect to the subject matter hereof, and neither of the Parties will be bound by any conditions, inducements or representations other than as expressly provided for herein.

**12.15 Service Level Agreement.** Parchment shall make the Parchment Services available subject to the terms of this Agreement and the Parchment Service Level Agreement, available [here](https://www.parchment.com/service-level-agreement/) (<https://www.parchment.com/service-level-agreement/>).

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 2. 24/25-1070 - MONROVIA HIGH SCHOOL TRACK & FIELD TEAM EXTENDED FIELD TRIP TO SAN DIEGO CALIFORNIA

## RECOMMENDATION

The Board of Education is requested to approve an overnight field trip for the Monrovia High School's Track and Field team to participate in the Mt. Carmel Invitational in San Diego, California, from March 28 to 29, 2025.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_,  
Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

## Rationale:

## Background:

## Budget Implication (\$ Amount):

The trip will be paid for using Monrovia High School's Track and Field ASB funds.

## Legal References:

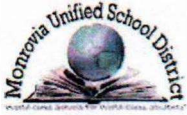
Per Board Policy and Administrative Regulation 6153, the Board of Education is required to approve overnight or extended field trip requests.

## Additional Information:

A copy of the Field Trip Request form is attached.

## ATTACHMENTS

[Mt.\\_Carmel\\_Invitational\\_\\_San\\_Diego\\_3-28-25\\_Redacted.pdf](#)



FIELD TRIP REQUEST FORM

(MUST BE COMPLETED AND APPROVED PRIOR TO ANY FIELD TRIP PLANNING)

Note: Field Trips requiring contract approval, must be approved by the Board prior to any field trip planning. Please contact Education Services Administrative Secretary for any inquiries.

Check type of Field Trip: [ ] School Day [ ] Extended Day [x] Overnight [ ] Non-School Day

\*\*If one of the following apply, the request will need to be approve by the Board and submitted 8 weeks prior to the trip date.\*\*

- 1. Overnight trip
2. Trip that is less than 24 hours in duration but encompasses two calendar dates
3. Out-of-State / Out-of-Country
4. Airline Travel

School Monrovia High School Date of Trip 3/28/25 - 3/29/25

Teacher(s) Requesting Field Trip Shelby Hightower

Department/Program Track & Field Grade Level 9-12

Name of Place Visiting Mt. Carmel Invitational (760)715-2207 Phone #

Address of Place Visiting 9550 Carmel Mountain Rd, San Diego, CA 92129 City State Zip Code

Brief description of Field Trip The Track and Field team will participate in the Mt. Carmel Invitational which both running and field events will participate in.

Number of Students 57 Number of Teachers 1 Number of Other Adult Chaperones 5

\* The ratio of adults to students is at least 1 to 10. All chaperones must be cleared through Human Resources as a Level 1 or Level 2 volunteer. Attach Chaperone List.

Estimated Cost of Trip Funding Source Track & Field ASB Funds

Cost of Admission \$1425

Cost of Transportation \$860

Cost for Other Adult Supervisors \$0

Total Cost \$2285

NOTE: Secondary schools MUST have prior approval from Associated Student Body (ASB) council to make payment to vendors and/or issue any checks.

Type of Transportation Private Automobile [x] Bus Will you need to order a bus? [x] Yes [ ] No

\*\*NOTE: Arrangements should be made with the Transportation Department if buses are needed.

Departure Time from School: 12:00pm am/pm

Arrival Time at Event Location: 3:00pm am/pm

Departure Time from Event Location: 6:30pm am/pm

Return Time to School: 9:30pm am/pm

Teacher Signature Date 1/31/25

Principal Signature Date 2/20/25

Asst. Superintendent-Ed Services Signature Date 2/24/25

Chief Business Officer Signature Date 2/26/25

Date of Board Approval (if needed) 02/26/2025

Signed by Paula Hart Rodas Superintendent

Do you need substitute teacher(s)?  No  Yes if yes, circle one: **All day** Partial day No sub needed

**Elementary schools:** If a substitute is needed, enter request in Aesop and in the sub calendar.

**Secondary schools:** If a substitute is needed, check the periods that you need coverage, add the request in Aesop and in the sub calendar.

<u>Teacher #1</u>	<u>Teacher #2</u>	<u>Teacher #3</u>
<input type="checkbox"/> Period 0 <input checked="" type="checkbox"/> Period 4	<input type="checkbox"/> Period 0 <input type="checkbox"/> Period 4	<input type="checkbox"/> Period 0 <input type="checkbox"/> Period 4
<input checked="" type="checkbox"/> Period 1 <input checked="" type="checkbox"/> Period 5	<input type="checkbox"/> Period 1 <input type="checkbox"/> Period 5	<input type="checkbox"/> Period 1 <input type="checkbox"/> Period 5
<input checked="" type="checkbox"/> Period 2 <input checked="" type="checkbox"/> Period 6	<input type="checkbox"/> Period 2 <input type="checkbox"/> Period 6	<input type="checkbox"/> Period 2 <input type="checkbox"/> Period 6
<input checked="" type="checkbox"/> Period 3 <input type="checkbox"/> Period 7	<input type="checkbox"/> Period 3 <input type="checkbox"/> Period 7	<input type="checkbox"/> Period 3 <input type="checkbox"/> Period 7

**Due to careful analysis given to proposed field trips, the following information must be provided in support of a request for federal/state funding of field trips.**

1. How does the field trip fit in with the subject being taught?

Going to a big track and field invitational is an essential part of the sport because it provides athletes with opportunities to compete against high-level opponents, achieve personal bests, and gain exposure to a more competitive atmosphere

2. What is (are) the instructional objective(s) of the trip?

Attending the Mt. Carmel Invitational can help athletes focus on skill development, competition experience, and strategic learning, for example, identifying key competitors and strategizing ways to improve performance.

3. What will the students learn/observe/do on the trip that they couldn't learn/observe/do in their class?

Attending the Mt. Carmel invitational offers athletes unique experiences that go beyond what they can achieve in practice. Some of these experiences include: Face stronger competition, which pushes them to improve their personal bests; Experience different racing styles, techniques, and strategies from top athletes; Navigate check-in procedures, race calls, and the flow of large-scale meets; and lastly, understand how to handle disqualifications, false starts, or fouls professionally.

4. Write a brief outline of a prepared lesson presented in advance of the field trip to highlight particular educational aspects of the trip.

We always practice to run faster, stronger, and harder. Our practices consist of weight training, hills, and variations of short and longer runs on the track which target specific elements to help athletes improve and be ready for competition day.

5. Write a summary of how you will measure students' increased or improved knowledge and /or skills gained due to the field trip.

To measure students' increased knowledge and skills gained from attending the track and field invitational, I will use a combination of performance analysis, self-reflection, and observational assessments.

Monrovia Unified School District

AR 6153(b)

\*Agenda Item

Subject: EXTENDED FIELD TRIP

Prepared by: Shelby Hightower

Reviewed by:

Action desired:

The Board of Education is requested to approve the following field trip:

- Location: 9550 Carmel Mountain Rd, San Diego, CA 92129
- Date(s): 3/29/25
- Participants: Track & Field Team Number 57
- Supervisors: Clarence Darrow, Shelby Hightower, Michael Knowles, Kelly Marshall, Sydney Mosley, Floyd Patton Number 6
- Date(s) of Field Trip: 3/29/25
- Sponsor(s): N/A
- Estimated Costs:
 

School:	<u>\$0</u>
Organization:	<u>\$6425</u>
Students:	<u>\$0</u>
- Purpose of Trip: Athletes will compete against the best competition in Southern California. This gives athletes an opportunity to grow and develop as a track athlete.
- Grade Level(s) Involved: 9-12
- Form of Transportation: Charter Bus

Budget Implications -

Legal References - Board Policy 6153 requires prior Board approval for extended field trips.

Additional Information: The following matters have been addressed according to Board policy and/or district guidelines:

- Transportation Requests
- Insurance
- Parent Permission Form

Revised: September 24, 2008







SITE: MHS

**ORIGINAL**

MOT TRIP # \_\_\_\_\_

MONROVIA UNIFIED SCHOOL DISTRICT  
MUSD TRANSPORTATION DEPARTMENT  
626-471-2913 FAX 626-301-0577

**RESERVATION REQUEST FOR STUDENT FIELD TRIP TRANSPORTATION**

**INSTRUCTIONS:** SUBMIT REQUEST TO TRANSPORTATION DEPARTMENT. APPROVED COPY WILL BE RETURNED TO REQUESTER. PLEASE ALLOW AMPLE TIME FOR SCHEDULING.

Date of Trip: 3/28/25 - 3/29/25 # of Students: 57 # Adults: 6 School: Monrovia High School

Day of Week: Saturday Department: Track & Field

Purpose of Trip: Participating in a large invitational in San Diego to compete against bigger competition.

Destination Address: 9550 Carmel Mountain Road, San Diego, CA 92129

Destination Phone #: (760)715-2207

Beginning Place of Departure: Monrovia High School Time Leaving Site: 12:00pm

**Students must be on the bus 5 minutes prior to departure. Home to school runs must be on time. Any delay can create major transportation issues for the District.**

Departure from Destination Time: 5:00pm Return to School Time: 7:00pm

**No stops will be made unless it's an emergency or prior arrangements are made.**

Name of person who will be accompanying and supervising: Shelby Hightower

Cell number for supervising adult riding the bus: (626) 991-4604

Account Number: \_\_\_\_\_

If an association is paying, what is the group name? \_\_\_\_\_

Special Requests: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone #: \_\_\_\_\_

APPROVALS:  Checking this box confirms the approval of this trip by the person listed below.

Principal/Asst. Principal *[Signature]*

Superintendent/Asst. Supt. \_\_\_\_\_

**NO TRIPS WILL BE ASSIGNED IF NOT RECEIVED FROM AUTHORIZED SITE PERSONNEL**

**BUSINESS DIVISION USE:**

Assignment: Take: Driver \_\_\_\_\_ Bus # \_\_\_\_\_ Check in time: \_\_\_\_\_

Return: Driver \_\_\_\_\_ Bus # \_\_\_\_\_ Check out time: \_\_\_\_\_

Departure time from school site \_\_\_\_\_ Arrival time \_\_\_\_\_ Odometer ending \_\_\_\_\_

Departure from destination \_\_\_\_\_ Site arrival time \_\_\_\_\_ Odometer starting \_\_\_\_\_

DRIVER SIGNATURE \_\_\_\_\_ TOTAL TRIP MILES \_\_\_\_\_



Language English ▾

Find Stay Join Sign In

[Edit Stay](#)

**Your Stay**

Hampton Inn Encinitas Cardiff Beach Area

Fri, Mar 28 – Sat, Mar 29, 2025 (1 night)

5 rooms for 20 adults

Payment and Guest Details

**Total for stay**

**\$937.60**

[Hide price details](#)

**Room 1**

2 Queen Room Fridge and Microwave, Semi-Flex  
28 Mar 2025

\$170.47

[Change room](#)

**Room 2**

2 Queen Room Fridge and Microwave, Semi-Flex  
28 Mar 2025

\$170.47

[Change room](#)

**Room 3**

2 Queen Room Fridge and Microwave, Semi-Flex  
28 Mar 2025

\$170.47

[Change room](#)

**Room 4**

2 Queen Room Fridge and Microwave, Semi-Flex  
28 Mar 2025

\$170.47

[Change room](#)

**Room 5**

2 Queen Room Fridge and Microwave, Semi-Flex  
28 Mar 2025

\$170.47

[Change room](#)

**Total room charges** **\$852.35**

10.00 % per room, per night

**Total taxes** **\$85.25**

**Total for stay: \$937.60**



### Guarantee and cancellation policy

[Book now, pay later](#)

There is a Credit Card required for this reservation. **Free cancellation before 11:59 PM local hotel time on 23 Mar 2025.**

All fields are required unless marked optional.



### Payment

**Card number**

**First name on card**

**Last name on card**

**Month**

**Year**



### Guest information

**First name**

**Last name**

2/6/25, 7:03 PM

Payment - Hampton Inn Encinitas Cardiff Beach Area

**Email**

**Phone**

**Country/Region**

**Address**

**Address 2**

**ZIP**

**City**

**State**

 [Add guest names](#)

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[Modern Slavery and Human Trafficking](#)

2/6/25, 7:03 PM

Payment - Hampton Inn Encinitas Cardiff Beach Area

[AdChoices](#) 

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# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 3. 24/25-2080 - MEASURE MM PROJECT MANAGEMENT COMPANIES

## RECOMMENDATION

The Board of Education is requested to select a construction project management company to manage Measure MM Bond projects and to provide consultation services for additional facilities projects. The agreement with the selected project management company will be ratified at the next Board meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_,  
Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

## Rationale:

The District is in need of a project management team to facilitate the projects associated with the goals and objectives of the Measure MM Bond program, and to provide consultation services for additional facilities projects. The bond was passed for \$75 million and is being used to improve the District for safety, technology, and modernization. The District does not have staff that can provide the oversight needed to manage the project. The Board is asked to consider these proposals for Bond Program Management Services and to provide consultation services for additional facilities projects.

## Background:

Following the recent resignation of our current Project Management company, SJB, which will be effective after the completion of the fencing and roofing projects, the district has been actively seeking a new provider. After reviewing proposals, we have identified two qualified firms for consideration.

## Budget Implication (\$ Amount):

The budget implications are outlined in the proposals.

## 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 proposals are attached.

## ATTACHMENTS

[Monrovia\\_-\\_Dixon\\_-\\_Proposal.pdf](#)

[Monrovia\\_-\\_TELACU\\_-\\_Proposal.pdf](#)



# MONROVIA

UNIFIED SCHOOL DISTRICT



## PROGRAM MANAGEMENT

## SERVICES PROPOSAL

[DIXONSSH.COM](http://DIXONSSH.COM)



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Compensation for Services

Proposal

## Thank you

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

January 30, 2025

Dear Selection Committee,

On behalf of Dixon & Associates, I am honored to submit our qualifications for Bond Program Management Services for your district. With a team comprising former educators, superintendents, and facilities directors, we bring a unique perspective to every project, deeply understanding the operational, fiscal, and educational goals of school facilities. Our combined experience of over 60 years in school district facility management positions Dixon & Associates as a highly qualified and committed partner in maximizing the impact of your bond program.

Our team's expertise is extensive, including the management of large-scale bond and small-scale bond programs totaling over \$2 billion in programs managed. Our leadership roles within the Coalition for Adequate School Housing (CASH), Californians for School Facilities, and our long-standing collaboration with the Office of Public School Construction (OPSC) have enabled us to secure over \$1 billion in state funding for educational facilities. This invaluable network, along with our team's service as past members of the Division of the State Architect (DSA) Statewide Task Force, grants us unique insight and access to resources essential for the successful execution of school facility projects.

Additionally, Dixon & Associates is a recognized leader in training school facility personnel across California. I am the recipient of the James L Murdoch Lifetime Achievement Award which displays a commitment to education and school facilities. Through my role as lead instructor for the School Facility Leadership Academy and the Maintenance Management Certification Program, I have trained over 800 facility professionals, underscoring our commitment to building capacity within school districts statewide. Our deep relationships with the California Department of Education (CDE) span over three decades, during which we have collaborated on numerous initiatives to enhance learning environments across the state. As a spokesperson, chair of Californians for Quality Schools, and board member for Green Schools, I am also personally invested in promoting sustainable and high-quality school facilities.

Dixon & Associates' team combines hands-on project management expertise with strategic insights from leadership roles in statewide school facility organizations. We are committed to delivering transparency, community engagement, and quality at every phase of your bond program. We welcome the opportunity to leverage our skills, relationships, and dedication to support your district's mission to create safe, effective, and inspiring learning environments.

Thank you for considering Dixon & Associates. We look forward to the chance to collaborate with your district and to contribute meaningfully to the education of future generations.

Warm regards,  
**Joe Dixon**  
President, Dixon & Associates



## Firm History

**Dixon & Associates** was founded over a decade ago with a commitment to serving California's public school systems through specialized consulting in facilities planning, bond program management, and educational facilities development. Established by seasoned industry professionals, Dixon & Associates quickly recognized the critical need for tailored, strategic solutions in school facilities management, including navigating the complex regulatory landscape and optimizing public funds for maximum educational impact.

Over the years, Dixon & Associates has built a reputation for excellence by consistently delivering projects that meet rigorous standards for safety, accessibility, and sustainability, while prioritizing the unique needs of each school district. Through leadership roles in statewide organizations such as the [Coalition for Adequate School Housing \(CASH\)](#) and [Californians for School Facilities](#), Dixon & Associates has been instrumental in shaping policies and securing essential funding for educational facilities. The firm's strong relationships with the [Office of Public School Construction \(OPSC\)](#), [Division of the State Architect \(DSA\)](#), and the [California Department of Education \(CDE\)](#) have empowered Dixon & Associates to secure over \$1 billion in state funding to support school infrastructure and modernization projects.

Dixon & Associates' team of former educators, superintendents, and facilities directors offers an unparalleled perspective on school facility needs, informed by decades of firsthand experience. Our commitment to professional development is exemplified through leadership in the School Facility Leadership Academy and the Maintenance Management Certification Program, where our experts have trained over 800 school facility professionals.

With a legacy of project success and a commitment to creating safe, inspiring, and cost-effective learning environments, Dixon & Associates continues to lead in California's educational facilities landscape, partnering with districts to achieve meaningful, long-term improvements in school infrastructure.

## Firm Profile

Dixon & Associates is a premier consulting firm specializing in bond program management, school facility planning, and public school construction across California. With over a decade of experience dedicated exclusively to K-12 educational facilities, Dixon & Associates has successfully guided school districts through the complexities of funding, regulatory compliance, and project execution to deliver high-quality learning environments on time and within budget.

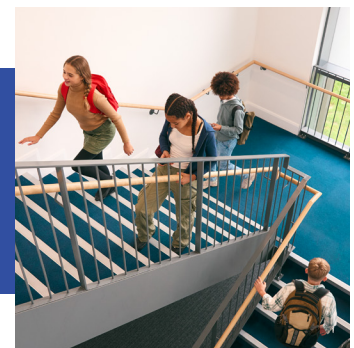
Our firm has extensive knowledge of the State School Facility Program (SFP), federal funding opportunities (ITC, QZAB, QSCB, etc.), and local funding. We have a proven track record of leveraging funds and developing cash flow strategies to move quickly to enhance your school facility program. Our relationships with various agencies – Office of Public School Construction (and Department of Finance), Division of State Architect (State Architect and regional directors), California Department of Education (Deputy Superintendents and Directors) – means we can overcome barriers that typically limit capital programs ability to complete building projects. We have skillfully managed the construction of 31 new schools and billions of dollars of improvements on active school sites, in small districts (ADA 59) to large districts (ADA > 56,000).

Dixon & Associates' team comprises former educators, superintendents, and facility directors, bringing invaluable insight to the unique challenges and priorities of school districts. Our involvement as lead instructors for the School Facility Leadership Academy and the Maintenance Management Certification Program underscores our commitment to professional development, having trained over 800 school facility personnel statewide. Additionally, our leadership roles with the Coalition for Adequate School Housing (CASH), Californians for School Facilities (now CASH Federal Network) and our advocacy for Californians for Quality Schools (state bond coalition) further exemplify our dedication to advancing the quality and accessibility of educational facilities.

Our approach is built on collaboration and transparency, fostering strong relationships with stakeholders and maintaining open lines of communication throughout each phase of a project. Dixon & Associates prioritizes sustainable practices, cost containment, and innovative solutions tailored to the unique needs of each district. By aligning project goals with district mission and community expectations, Dixon & Associates delivers impactful, lasting improvements that support students and educators.

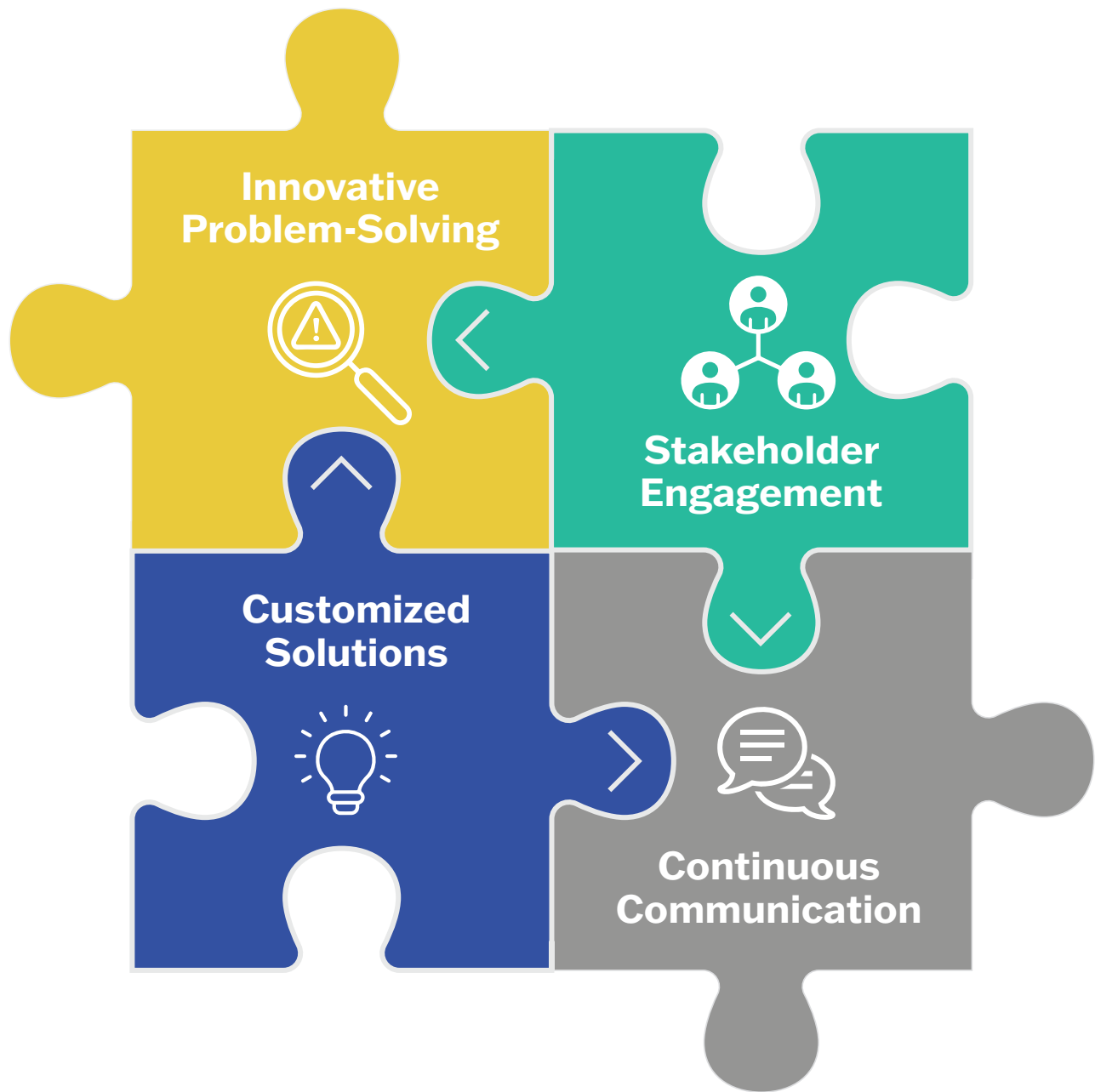
With a track record of project success and a focus on continuous improvement, Dixon & Associates remains a trusted partner for California's school districts, committed to creating inspiring and effective educational spaces that promote long-term growth and excellence.

With over a decade of experience **dedicated exclusively to K-12 educational facilities**, Dixon & Associates successfully delivers high-quality learning environments on time and within budget.



# OUR APPROACH

A Collaborative and Innovative Approach



## UNDERSTANDING AND APPROACH

We understand that [Monrovia Unified School District](#) is embarking on a significant bond-funded capital improvement program, encompassing modernization, safety enhancements, and extensive facility upgrades. Our team at Dixon & Associates has extensive experience with similar large-scale educational projects, and we are committed to making your district's vision a reality. We are “school people” thus successfully navigate the processes and hurdles that school districts have to deal with from a practical standpoint.

Dixon & Associates believes that truly impactful facility improvement programs are achieved through collaboration, clear communication, and a shared commitment to district goals. Our team, comprised of former educators, superintendents, facility directors, and industry experts, is uniquely positioned to understand and anticipate the needs of K-12 educational environments. We bring a wealth of knowledge in planning, managing, and executing educational facility projects, as well as a robust network of partnerships with key regulatory agencies such as the Office of Public School Construction (OPSC), the Division of the State Architect (DSA), and the California Department of Education (CDE).

### Program Management Services

Dixon & Associates will lead your program with a structured, transparent approach focused on maximizing resources, ensuring regulatory compliance, and delivering projects on schedule and within budget. Our program management services are grounded in best practices and proven processes tailored to support educational facilities:

-  • **Program Planning and Oversight:** We provide comprehensive planning and oversight for bond program management, including the development and maintenance of a program master schedule, detailed budget forecasting, financial reporting, and the creation of program-specific policies and procedures to ensure efficient project execution.
-  • **Procurement Management:** Our team offers expert assistance in the preparation and management of RFQs and RFPs for architects, engineers, contractors, and other consultants. We also oversee the vendor selection process, ensuring full compliance with public procurement laws and district policies..
-  • **Project Management:** We manage all phases of bond-funded projects, from design and construction to closeout. Our services include coordination with district staff, architects, engineers, contractors, and external consultants, along with proactive risk management and issue resolution to keep projects on track.
-  • **Coordination with Regulatory Agencies:** We ensure all projects adhere to California Public Contract Code and Education Code requirements, while maintaining effective communication with regulatory and governmental agencies. Additionally, we prepare regular progress updates for the Board of Education and provide clear, transparent reports for public communication.
-  • **Community and Stakeholder Engagement:** We facilitate open communication with the public and key stakeholders by organizing and managing meetings, presentations, and updates. Our team effectively engages with district constituencies, including parents, teachers, and students, to ensure transparency and address community concerns throughout the project lifecycle.

# END-TO-END PROGRAM MANAGEMENT APPROACH FOR MEASURE E & CAPITAL FACILITY PROJECTS.

Delivering Excellence Through Strategic Oversight and Collaboration.

## Phase 1: Planning and Pre-Construction

### Key Tasks:

- Develop a Master Schedule & Budget.
- Conduct stakeholder workshops to align objectives.
- Prepare & issue RFPs/RFQs for architects, engineers, & contractors.
- Secure regulatory approvals & identify funding opportunities.

### Outcomes:

- Clear project roadmap.
- Accurate cost estimates.
- Fully engaged stakeholders.

## Phase 2: Design

### Key Tasks:

- Oversee development of design documents.
- Conduct constructability reviews.
- Monitor schedule and budget alignment.

### Outcomes:

- Approved construction plans.
- Mitigated design risks.
- Ready-to-execute projects.

## Phase 3 : Project Management

### Key Tasks:

- On-site management of construction activities.
- Coordinate contractors, inspectors, and consultants.
- Ensure adherence to schedules and budgets.
- Manage risk and resolve issues promptly.

### Outcomes:

- Timely & in-budget project delivery.
- High-quality standards.

## Phase 4: Close-Out & Warranty

### Key Tasks:

- Final inspections and certifications.
- Prepare and submit project documentation.
- Manage warranties and address post-construction issues

### Outcomes:

- Handover of completed facilities.
- Long-term performance assurance.



## Joe Dixon, Program Director

Joe is a **seasoned leader with over 40 years of experience transforming educational spaces** across California.

**Joe Dixon** is a seasoned leader in public school facility management with over 40 years of experience transforming educational spaces across California. He is the recipient of the [James L Murdoch Lifetime Achievement Award](#) which displays a commitment to education and school facilities. As former Assistant Superintendent of Facilities and Governmental Relations for Santa Ana Unified School District (SAUSD), Joe managed the planning, construction, and maintenance of facilities for one of California's largest school districts. Under his direction, the district secured substantial additional funding for critical projects, including \$235 million in state funds and \$100 million in local and federal funds to support a \$200 million General Obligation Bond passed in 2008.

Joe has held key leadership roles within statewide organizations and developed the School Facility Leadership Academy, **training over 800+ school facility leaders** to date and currently serving as the [Immediate Past Chair for the Coalition for Adequate School Housing \(CASH\)](#) and as former chair for Californians for School Facilities, both of which advocate for the improvement of public school facilities. Additionally, he is the [spokesperson and chair of Californians for Quality Schools](#) and a [board member of Green Schools](#), where he promotes sustainable and safe learning environments. His extensive network and advocacy have been instrumental in securing and maximizing resources to enhance California's educational infrastructure. Joe has also worked directly with the [California Department of Education \(CDE\)](#) on major initiatives, including the rebuilding of two schools in Berry Creek. This critical project involved collaborating with CDE and local stakeholders to restore safe and modern learning environments after significant structural damage, demonstrating Joe's commitment to supporting educational communities in times of need

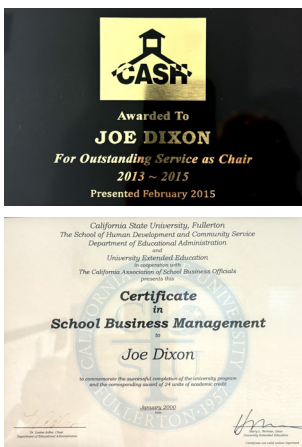
### Relevant Project Experience

- [Santa Ana Unified School District, Critically Overcrowded Schools Grant, Santa Ana, CA](#)  
*Oversaw the construction of new classroom buildings at eight elementary schools, valued at over \$74.4 million, to relieve overcrowding.*
- [Santa Ana Unified School District, Overcrowding Relief Grant Projects, Santa Ana, CA](#)  
*Directed the construction of 10 new classroom buildings and a multi-purpose room across seven elementary, two middle, and two high schools, adding a total of 221 classrooms district-wide.*
- [Santa Ana Unified School District, Modernization Grant Projects, Santa Ana, CA](#)  
*Managed over \$154.5 million in modernization projects across 22 elementary, 8 middle, and 2 high schools, updating facilities to meet modern standards and enhance the learning environment.*
- [Santa Ana Unified School District, Career Technical Education Grant Projects, Santa Ana, CA](#)  
*Led a \$4.6 million investment in Valley High School to build specialized labs and facilities for career and technical education programs, supporting fields such as healthcare, engineering, and global business.*

- Santa Ana Unified School District, Century High School Academic Master Plan, Santa Ana, CA**  
 Directed a \$1 million project to construct new STEM and video production laboratories, advancing Century High School's academic offerings.
- Santa Ana Unified School District, Garfield Elementary School Community Center and Parking Lot, Santa Ana, CA**  
 Managed the development of a \$2.5 million joint-use community center and parking lot, enhancing community engagement and accessibility
- Santa Ana Unified School District, Monte Vista Elementary School, Fencing and Exterior Lighting, Santa Ana, CA**  
 Supervised \$1 million in improvements to fencing and exterior lighting, bolstering campus security and visibility.
- Santa Ana Unified School District, Santiago Elementary School New Classroom Building, Santa Ana, CA**  
 Led the construction of a new eight-classroom building in a \$1 million project to accommodate growing enrollment.
- Santa Ana Unified School District, Washington Elementary School Projects, Santa Ana, CA**  
 Directed \$640,000 in improvements, including fencing, parking, lunch shelter areas, and trash enclosures, enhancing functionality and safety across the campus.

Joe Dixon's track record of success in facility planning, project management, and strategic funding acquisition has established him as a trusted leader in the field. His dedication to creating modern, safe, and sustainable learning environments has made a lasting impact on California's public schools.

## Awards and Recognition



## Dale McCurry, Program Manager



Dale McCurry is a veteran in school construction, bond programs, and energy management.

**Dale McCurry** is a seasoned construction and energy management professional with over 35 years of experience in K-12 school construction, modernization, and large-scale capital improvement programs. His expertise spans all phases of project management, from initial planning and budgeting to execution and completion, ensuring high-quality facilities that meet the evolving needs of students and educators.

Dale has successfully led major bond-funded construction programs, overseeing multimillion-dollar projects to enhance school infrastructure, energy efficiency, and sustainability. His leadership in energy management has driven significant cost savings and environmental benefits for school districts through the implementation of innovative clean energy initiatives, including solar installations, HVAC modernization, and compressed natural gas (CNG) transportation solutions.

As a trusted leader in school facility development, Dale has worked extensively with school districts, community colleges, and universities, delivering high-impact projects on time and within budget. His ability to navigate complex construction challenges, manage stakeholder expectations, and optimize funding opportunities has made him a go-to expert for school construction and modernization efforts.

### Relevant Project Experience

- Led CalSHAPE HVAC and Plumbing modernization projects to improve air quality and efficiency.
- Managed solar installations and CNG infrastructure for school bus fleets and public use.
- Oversaw the Prop. 39 Clean Energy Program, optimizing energy consumption for schools.
- Directed the ground-up construction of a new high school, ensuring state-of-the-art facilities.
- Modernized and expanded K-12 schools, community colleges, and universities, improving student learning environments.



## Jay Dixon, Program Manager

With a unique background as both an educator and a facility consultant,

Jay combines hands-on experience with strategic oversight.

**Jay Dixon** brings over two decades of expertise in school facilities management, general contracting, and project coordination with the Division of the State Architect (DSA). His unique combination of roles as an educator, contractor, and facility consultant enables him to provide comprehensive, strategic oversight while ensuring practical, hands-on solutions tailored to the needs of school districts.

A graduate of Columbia Business School with a focus on venture capital and private equity, Jay also holds a Master's degree in English Literature from National University. This diverse academic and professional background equips him with a results-driven mindset and exceptional communication skills, making him a trusted advisor in navigating complex facility projects.

Jay is a speaker at industry events, including the Construction Management Association of America (CMAA), where he presents on leadership strategies for bond management. His signature program, *Adaptable and Accountable: The Playbook for Leading Bond Construction Programs to Success*, reflects his deep understanding of how to drive projects to successful outcomes through innovation, accountability, and collaboration. Jay has managed projects across California, including as a *Facility Consultant for San Gabriel Unified School District and Bond Program Manager at Fruitvale School District*, where he oversaw critical modernization projects that brought existing facilities up to current standards and optimized learning environments for students and staff.

Jay's career includes experience managing large-scale facility operations, with over 2,000 tons of HVAC-R systems installed and maintained and millions in construction services, encompassing new construction, repairs, and facility assessments.

### Relevant Project Experience

- **Fruitvale School District, Bond Program Management**  
*Managed a \$23 million bond program that included district-wide modernization projects, securing an additional \$16 million in state matching funds. Oversaw key upgrades, such as roofing, HVAC installations, portable classroom replacements, and site access compliance enhancements, ensuring that projects were completed on time and within budget.*
- **Garvey School District, Facility Master Plan**  
*Led the development of the district's comprehensive Facility Master Plan, working closely with stakeholders to create educational specifications and identify facility needs. This plan served as a foundational tool to guide future capital projects, aligning district resources with long-term strategic goals for facility improvement.*
- **Anaheim Elementary School District, Comprehensive Deferred Maintenance Plan**  
*Developed and implemented a districtwide Comprehensive Deferred Maintenance Plan, prioritizing critical repairs and improvements across multiple campuses. This plan provided a roadmap for facility maintenance, addressing immediate needs while proactively preventing future issues to optimize district resources.*

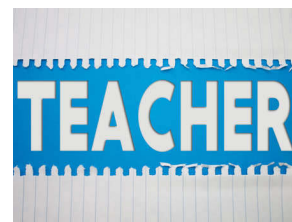
- **Division of State Architect (DSA), Statewide Taskforce, Sacramento, CA**  
*Appointed as a member of the California Division of the State Architect (DSA) Taskforce, where I contributed to a statewide initiative to review, refine, and update Interpretation of Regulations (IR) and building codes for prefabricated and modular construction. Collaborated with industry leaders, regulatory experts, and state officials to develop comprehensive compliance standards, ensuring alignment with California’s evolving educational and safety requirements. Played a pivotal role in shaping policies that streamlined approval processes, enhanced construction quality, and expanded the use of innovative modular building solutions across educational facilities statewide.*
- **San Gabriel Unified School District, Facility Consultant, San Gabriel, CA**  
*Managed multiple modernization projects across the district, bringing facilities up to modern standards and ensuring compliance with California’s regulatory requirements. Worked closely with district leadership to deliver projects on time and within budget, enhancing the learning environment for students and staff.*

### Additional Experience

- **First Service Residential, Manager, Los Angeles, CA**  
*Oversaw three high-rise buildings with operating budgets exceeding \$15 million and a total asset value of \$500 million. Managed historical preservation projects in conjunction with the Los Angeles Historical Society and directed construction, repairs, and maintenance across nearly 750,000 square feet of property.*
- **ECHA, Founding Manager, Charleston, SC**  
*Established and maintained over 230 new HVAC installs, implementing business processes and ensuring customer satisfaction through effective management of client expectations.*

Jay Dixon’s diverse experience across education, facilities management, and business operations uniquely positions him to oversee complex school facility projects with precision and accountability. His dedication to high-quality project delivery and his commitment to supporting California’s educational infrastructure make him a key member of Dixon & Associates.

### Awards and Recognition





## Nova Reiser, Coordinator

Nova excels in project management and organizational quality control. Her Get It Done mentality pushes projects and teams to new heights.

**Nova Reiser** is a highly skilled administrator and project coordinator with over 15 years of experience in account management, construction administration, and contract oversight. With a strong foundation in contract law and event coordination, Nova plays a pivotal role in managing complex construction projects, ensuring seamless execution, compliance, and efficiency in bond-funded programs.

Her ability to oversee multiple moving parts—from budget management and contract administration to stakeholder coordination and service delivery—makes her an invaluable asset to any construction team.

Nova excels at maintaining meticulous records, optimizing workflows, and supporting project managers in delivering large-scale school construction and modernization projects on time and within budget.

As a detail-oriented leader, Nova fosters collaboration between contractors, district officials, and project teams, ensuring smooth communication and operational success. Her experience spans facility maintenance, contract negotiations, procurement, and high-profile account management, positioning her as a trusted coordinator for bond construction projects.

# CLIENT TESTIMONIALS

## What Our Clients Say



### SUPPORTED GOALS

“During a transition time in my district, Dixon helped raise leaders by supporting and teaching, not taking over. He collaborated with the cabinet and supported me, personally in **bringing the team together around common goals.**”

— Renee Hill  
Superintendent, Riverside USD



### A PIVOTAL FORCE

“**A pivotal force** in our District’s facilities program...”

— Steve Martinez  
Superintendent, Twin Rivers USD



### REACHING MILESTONES

“I so appreciate your **willingness to work with us to make certain we have a good understanding** of the whole process. (especially me!) I look forward to the next milestones in our project.”

— Mary Westendorf  
ED.D.Superintendent, Fruitvale School District



# PROPOSAL

MUSD

## Core Program Management Services (Fixed Fee)

Our firm offers a comprehensive, fixed fee structure of 4% of the total facility program cost, carefully allocated across all program phases, including planning, design, construction, and close-out activities.

Backed by decades of experience in bond program management and a proven track record of delivering projects on time and within budget, our services are designed to maximize the efficient use of taxpayer funds while maintaining strict compliance with regulatory requirements.

This model reduces the district's administrative burden, provides predictable cost control, and ensures optimal project outcomes through expert oversight at every stage.

### Fee Breakdown

Phase	Total Fee Percentage (%)	Monthly Fee Percentage (%)	Est. Duration (Months)
Planning Phase	20	3.33	6
Design Phase	20	1.67	12
Pre-Construction & Construction	40	1.11	36
Project Close-Out	20	3.33	6

### Method of Payment

Payment for services will be made in equal monthly installments, starting upon the commencement of the project and continuing throughout the program's duration, in accordance with the billing schedule. Payments during the Pre-Construction and Construction Phase will align with milestone completions, ensuring transparency and alignment with progress.

### Inclusions and Exclusions

The fixed fee includes all costs related to:

Personnel and administrative support.

Travel within a 200 mile radius and per diem expenses.

Deliverables, reports, and presentations as described in the scope of work.

### Exclusions:

Expenses beyond this scope, if requested and authorized by the district, will be billed at the rates outlined in schedule of rates.

### Adjustments

The fixed fee may be adjusted downward if the scope of work is reduced by mutual agreement. Any changes in scope will be documented through an amendment to this agreement, ensuring clarity and alignment between all parties.

### Additional Benefits

Risk Mitigation: By structuring payments based on milestones, the district is protected from overpayment and ensures alignment with project progress.

Transparency and Reporting: Regular updates on project status, schedule adherence, and financial tracking are integral to our service.

## Additional Services as Requested by District

To offer additional flexibility, Dixon & Associates provides select services on an hourly basis. Our rate schedule for ADDITIONAL services is as follows:

POSITION	HOURLY RATE
PROGRAM DIRECTOR	\$250
PROJECT MANAGER	\$195
PROGRAM MANAGER	\$190
COST ESTIMATING	\$155
COMPLIANCE ADMINISTRATION	\$130
PROJECT COORDINATOR	\$140
VALUE ENGINEERING	\$185
ADMINISTRATIVE SUPPORT	\$75

## General Conditions and Reimbursable Costs

Reimbursable costs include services required to fulfill Program Management and Owner's Representation duties. These costs cover office and project-related expenses such as telecommunications, travel, office equipment, supplies, printing, and project insurance. These expenses are budgeted between 8%—12% of project management value, depending on project conditions.

Dixon & Associates is committed to providing a fee structure that offers clarity, accountability, and value for your district. Our approach ensures transparency, eliminates unexpected costs, and aligns our goals with district objectives to achieve efficient, successful project outcomes.

## Insurance Statement

Dixon & Associates maintains coverage at the following limits:

- **Worker's Compensation:** As required by law
- **Comprehensive General Liability:** \$1 million per occurrence
- **Automobile Liability:** \$1 million per occurrence
- **Errors and Omissions (Professional Liability):** \$1 million per occurrence

We can provide a certificate of insurance from our underwriter reflecting these coverage limits prior to the commencement of any work. Dixon & Associates is committed to adhering to all insurance standards to ensure the security and protection of all project stakeholders.



# THANK YOU



## CONTACT INFORMATION

For any questions or further details regarding this document, please contact:

-  Joe Dixon
-  [Joe@DixonSSH.com](mailto:Joe@DixonSSH.com)
-  949.338.8137
-  [DixonSSH.com](http://DixonSSH.com)

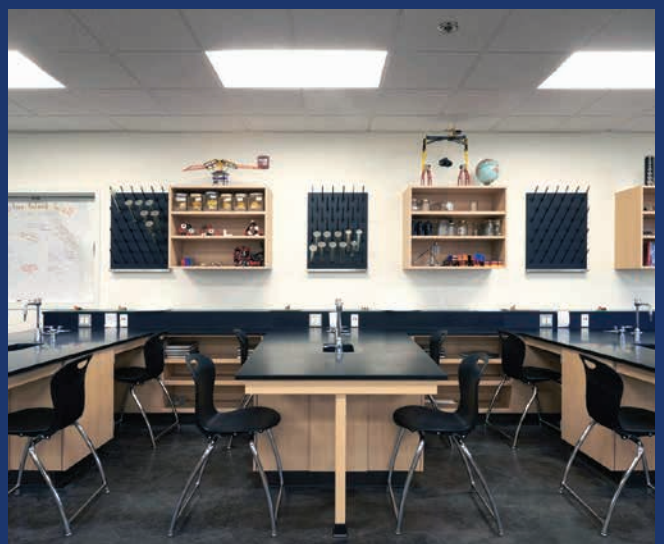
# MONROVIA UNIFIED SCHOOL DISTRICT

## Statement of Qualifications for Program and Construction Management Services



February 4, 2025

Presented to: Dr. Greg Gero  
Monrovia Unified School District  
325 East Huntington Dr.  
Monrovia, CA 91016





February 4, 2025

Monrovia Unified School District  
Attn: Dr. Greg Gero  
325 East Huntington Dr.  
Monrovia, CA 9101

Dear Dr. Gero,

TELACU Construction Management (TCM) is pleased to present to the Monrovia Unified School District (MUSD) our Statement of Qualifications for Program and Construction Management Services. For 30 years, our team of professionals have specialized in the planning and construction of California educational facilities. Operating as a subsidiary of TELACU, one of the nation's largest nonprofit Community Development Corporation (CDC), TCM implements TELACU's mission through the development of community assets.

**As experienced school builders, we understand the nuances of locally funded programs and projects, as well as general obligation bond programs, and how to properly manage the logistics, planning and collaboration that are required on large and small scale construction project.** Utilizing tested and proven construction management techniques, TCM is well suited to meet the needs of the District. We are confident that MUSD will further benefit from the following TCM key strengths:

- Proven **SUCCESS** in working with over 40 different California school districts on facility improvement programs and projects, completing over \$4.25B in school construction.
- The **ABILITY** to manage all program and project phases including programming, planning, design management, procurement and bidding, construction, and closeout.
- A **QUALIFIED** and well-seasoned team of TCM staff professionals with experience working on California educational facilities programs and projects.
- A **STRONG** track record of completing projects on time, on schedule, and with change orders below industry standard.
- A **LOCAL** firm dedicated to meeting and exceeding the needs of MUSD.

TELACU Construction Management possesses the capabilities to provide MUSD with an unparalleled level of service and dedication for the entirety of your Measure MM bond program. **Dedicated to the construction of K-12 facilities, TCM has the experience to deliver successful projects, as well as the desire and passion to achieve success on behalf of MUSD.** Thank you for your consideration and review of our team and the firm's qualifications and experience. We look forward to collaborating with MUSD on the successful implementation of all Measure MM projects. Should any questions arise during the District's evaluation process please contact Daniel Clem, [dclcm@telacu.com](mailto:dclcm@telacu.com) or 714.656.7315, who is the main point of contact for this procurement.

Sincerely,

A handwritten signature in black ink that reads 'John Clem'.

John Clem  
President  
TELACU Construction Management

## TELACU Construction Management, Inc.

### Home Office:

604 North Eckhoff St.  
Orange, CA 92868  
Phone: (714) 541-2390  
Fax: (714) 541-9411  
[www.TELACU.com](http://www.TELACU.com)

### Main Contact

Daniel Clem, Vice President  
t: (714) 656-7315  
[dclcm@telacu.com](mailto:dclcm@telacu.com)

### Licenses and Business Information

Federal Tax I.D. Number: 954528779  
California Business License: 163096  
Type of Organization: Corporation  
Owner/Officer: John Clem, President  
Business Type: General Contractor  
Years in Business: 30  
Date Established: February 1995  
CA Contractor's License: 741851  
License Classification: B  
Date of Issuance: 1997  
Number of Employees: 100  
DIR Number: 1000012893

### Professional Registrations, Certification, and Affiliations:

- Construction Management Association of America (CMAA)
- Coalition for Adequate School (CASH)
- LEED U.S. Green Building Council Association (USGBC)
- American Institute of Architects (AIA)
- National Council of Architectural Registration Boards (NCARB)
- Design-Build Institute of America
- Certified Erosion, Sediment, and Stormwater Inspector (CESSWI)

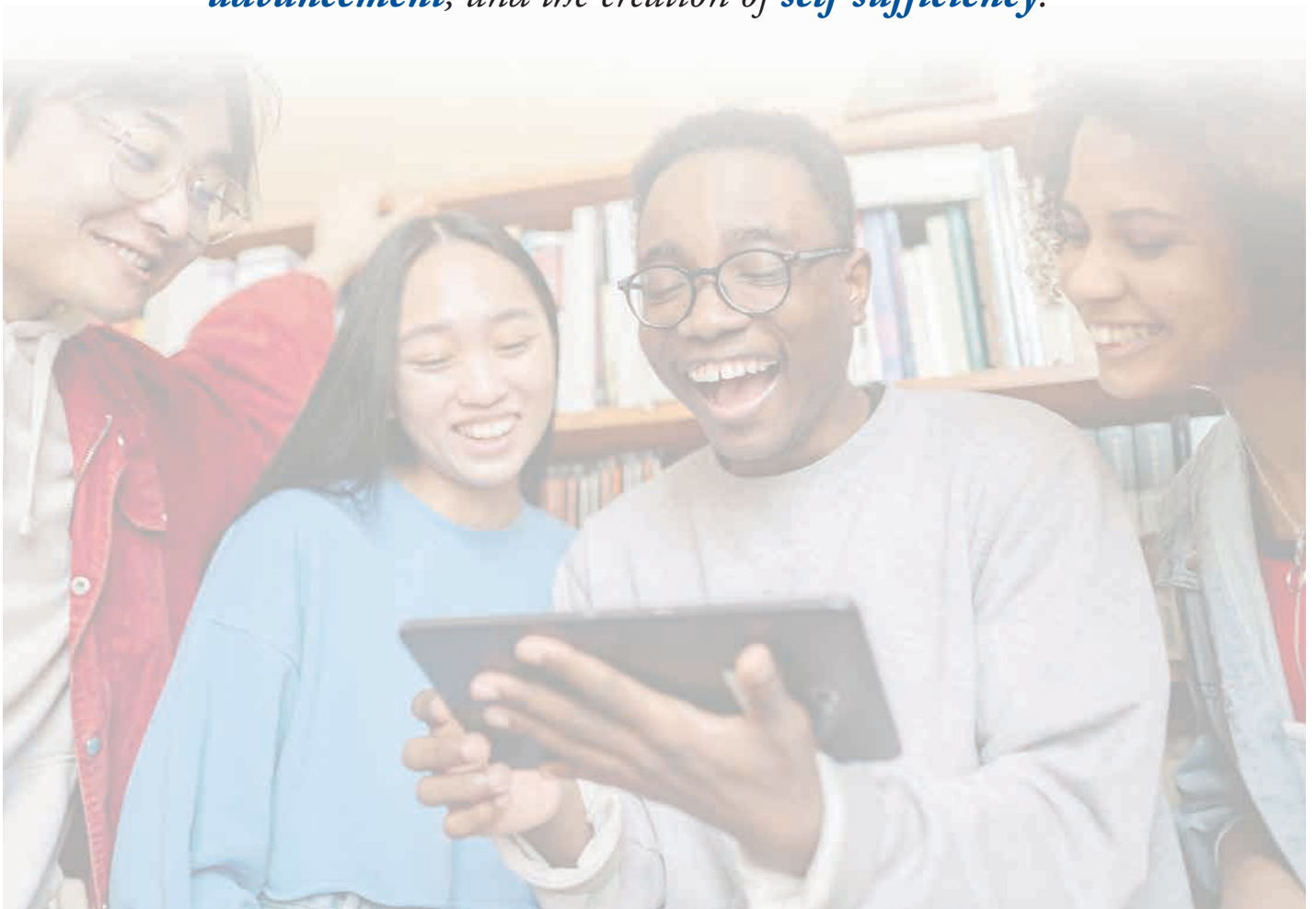
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*A pioneering institution committed to **service, empowerment, advancement,** and the creation of **self-sufficiency.***



## Firm Information



**Alliance Media Arts and Entertainment Design School**  
*Alliance College Ready Schools*

## Firm Information



### Corporate Structure and History

TELACU Construction Management (TCM) is a wholly owned subsidiary of TELACU Industries, the for-profit subsidiary of TELACU, one of the nation's largest Community Development Corporations (CDC), founded in 1968. The founders of TELACU recognized the need for the construction of community assets, such as schools, parks, municipal structures, roads, and infrastructure. With the creation of community assets in mind, TELACU Construction Management was formed. TCM is committed to providing its clients and their communities with the leadership and innovation required for the management and successful completion of projects and programs.

TELACU recirculates the dollars earned from TCM and its other for-profit companies to fund social initiatives such as a nationally renowned scholarship program, more than 4,000 units of affordable housing, workforce development programs, and a variety of other initiatives to ensure economic equality and social justice. While the impact of TELACU's social programs is exceptional, each subsidiary must provide world-class service in the technical areas in which they operate and TCM is no exception. TCM has provided superior service to clients in project management, program management, and construction services and is a leader in the design, management, and construction of private and public projects.

Since our incorporation in 1995, we have brought our expertise to the completion of public buildings, capital improvement projects, transportation, governmental and medical facilities, water transmission and distribution systems, public housing, and recreational centers. What sets us apart is our depth of understanding and our ability to integrate the different facets of a construction program - planning, schedule, budget, accounting, design, procurement, construction, commissioning, and closeout, into one seamless process; providing for standardized technical and management expertise across large multiphased complex capital improvement programs or projects.

TCM's team of 100 professionals provides unparalleled expertise in project and program management. Utilizing tested and proven management techniques, TCM directs all program services, including project development, design oversight, project funding, pre-construction, public outreach, scheduling and construction oversight for various delivery methods. We pride ourselves in the management of California K-12 construction projects and consider ourselves experts in the renovation and expansion of California schools.

### Experience and Approach to Services

*TCM is a full service construction management firm experienced in the management of numerous K-12 projects. TCM has worked with more than 40 educational facilities districts in California, completing more than \$4.25 billion of construction.*

#### Our Services Include:

**Planning** K12 capital facilities programs and projects.

**Project Controls** – financial planning and reporting services on all aspects of the project.

**Pre-Construction, Procurement** pre-construction services, design management, bid package scoping, public bid process, and multiprime contractor selection.

**Construction Management** qualified professionals function as the owner's representative to coordinate and schedule the operations of multiple prime contractors.

*We also place a high level of importance on proper document control and require our field staff to maintain accurate, up-to-date information and schedules on each project from notice to proceed to notice of completion.*

**DSA Closeout** DSA152 inspection card process, commissioning, DSA6 uploaded, punchlist complete, O&M Turnover, Training, Warranty Walks, and Digital Plan Room turned over to the District.

*“TELACU Construction Management has exhibited strong qualities throughout their time period working with the District and any District seeking to hire a professional construction management firm would benefit greatly in bringing on TELACU.”*

*Eric Mirabal, Director of Facilities and Operations, CVUHSD*

## Relevant Program and Project Experience



**Los Angeles Mission College**  
*Los Angeles Community College District*

## Relevant Program and Project Experience



TELACU Construction Management is highly experienced in assisting K-12 school districts on the programming and construction management of capital improvement projects. We have successfully provided our expertise to over 40 school districts throughout Southern California implementing a total of more than \$4.25 billion dollars in facility improvements over the last two decades.

Highlighted below are multiple relevant K-12 Bond Measures for which our staff have successfully provided Program Management services as well as discrete construction projects our team completed as the Construction Manager. These complex programs and projects required TCM staff to manage various construction and program phases, multiple sites, aggressive schedules, budgetary restrictions, and the on-site needs of clients, while minimizing inconveniences and maximizing safety for all students and site staff. TCM staff have routinely met and satisfied these challenges and look forward to providing our expertise to the District.



### **El Segundo Unified School District, Measure ES**

**Dollar Value:** \$92,000,000

**Reference:** Dr. Melissa Moore, Superintendent (retired), (310) 615-2650; drmelissamoore33@gmail.com

TCM is serving as the program and construction manager for the bond program at ESUSD that consists of the upgrades to classrooms, science labs, libraries, career training facilities and instructional technology to support student achievement in science, technology, engineering, arts and math. It will also improve student safety and provide for much needed repairs to aging facilities, roofs, and plumbing/electrical systems. TCM has implemented over \$80M in construction projects as to date as the construction manager for the District.

### **Buena Park School District, Measure B and Measure M**

**Dollar Value:** \$71,000,000 and \$84,000,000

**Reference:** Mike Magboo, Chief Operating Officer, (714) 736-4241; mmagboo@bpsd.us

TCM is providing program and construction management services on the Measure B bond program that will enhance student safety, repair the 50-year old schools, upgrade classrooms, libraries and science and computer labs to keep pace with technology, meet modern learning standards for today's college and careers, and support programs that give our students a solid background in math, science, literacy and language skills. To date, our team has implemented over \$65M.

## Relevant Program and Project Experience



### **Centinela Valley Union High School District, Measure CV, LP, SP, and LP2 Bond Programs**

**Dollar Value: \$550,000,000**

**Reference: Eric Mirabal, Director of Facilities,  
(310)263-3201; mirabale@cvuhsd.org**

TCM is currently providing Program and Construction Management Services for the CVUHSD, which include facilities planning, project management, pre-construction activities, and construction management services, including the multi-phased reconstruction of three comprehensive high school campuses that will result in state of the art facilities throughout the District. Along with its other services, TCM is providing all-inclusive financial management and accounting services on all Bond/ Facilities-related projects.

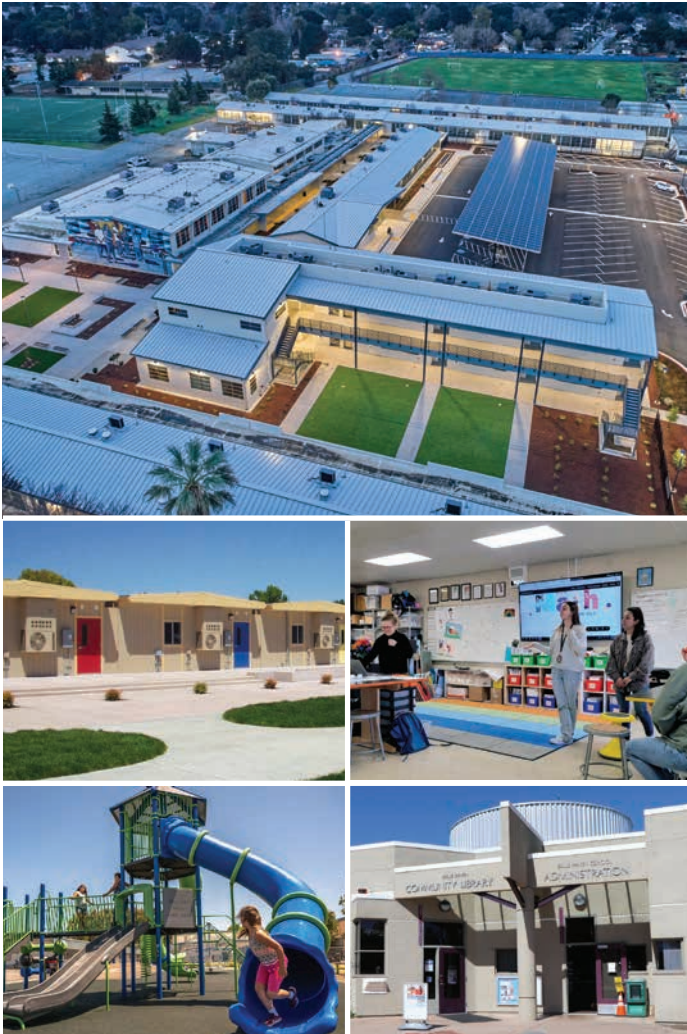
### **Orcutt Union School District, Measure G**

**Dollar Value: \$60,000,000**

**Reference: Brad Gitchell, Director MOT (805) 938-8971;  
bgitchell@orcutt-schools.net**

TCM just completed OUSD's \$60M Measure G bond program where we renovated and modernized existing classrooms while creating a safe and dry environment. Our team not only managed the program deliverables but then transitioned to oversee all discrete construction projects as the construction manager.

## Relevant Program and Project Experience



### **Ravenswood City School District, Measures H, S, and I** **Dollar Value: \$206,000,000**

**Reference:** William Eger, Chief Business Official,  
(650) 329-2800 ext. 60101; weger@ravenswoodschools.org

TCM has been serving as the Program and Construction Manager for the Ravenswood City School District since 2016. In 2016 voters approved Measure H, a \$26m bond that was intended to “maintain warm, safe, and dry schools; repair aging facilities; upgrade school safety; create student-centered 21st Century classrooms; improve technology, computer and science labs; increase energy efficiency; and repair, construct, acquire, and retrofit school facilities, sites, and equipment.” Two years later, in 2018, voters approved Measure S which authorized \$70 million in new bond spending to continue this work, primarily including renovating Cesar Chavez Ravenswood Middle School. In 2022, voters approved Measure I which authorized an additional \$110 million in new bond spending to renovate the three elementary schools across the district.

### **Solana Beach School District, Measure JJ** **Dollar Value: \$105,000,000**

**Reference:** John Leland, Asst. Superintendent,  
(858) 794-7140; johnleland@sbsd.net

TCM is providing Program and Construction Management services to SBSD overseeing their \$105M bond program. The projects include the reconstruction of the Skyline School, the Modernization of Solana Santa Fe Elementary School, and the reconstruction of Solana Vista Elementary School.

# Relevant Program and Project Experience



## PARTIAL CONSTRUCTION MANAGEMENT EXPERIENCE



### El Segundo Unified School District, El Segundo, CA El Segundo High School Modernization

Construction Value: \$7,000,000

Reference: Dr. Melissa Moore, [mmoore@esud.net](mailto:mmoore@esud.net),  
(310) 615-2650

The El Segundo High School Modernization project was the largest of several projects that broke ground in summer 2020, and was funded by Measure ES. The project consisted of:

- Science Building HVAC Installation
- Library Modernization
- New decorative security fencing for school perimeter
- Security Vestibule for the Main Building A entrance
- Replacement of all windows in Engineering and Fine Arts Building (Building C)
- Installation of new baseball field fencing
- Replace basketball hoops system, bleachers, and refinish flooring in the South Gymnasium
- Installation of new flooring in the North Gymnasium

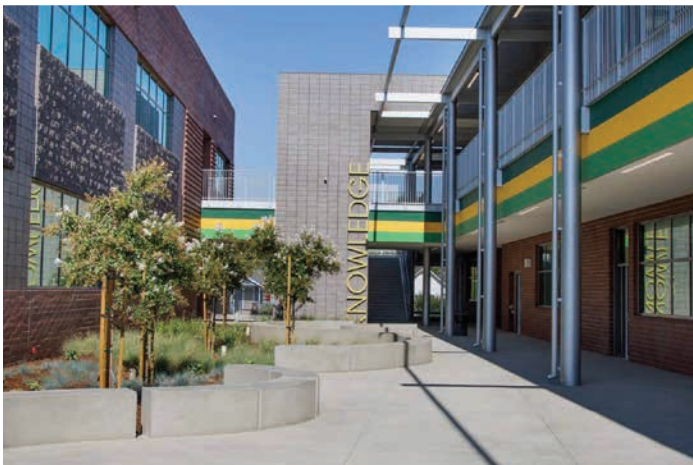


### West Covina Unified School District, West Covina, CA CTE Building

Project Value: \$15,700,000

Reference: Drew Passalacqua, Ed.D., Assistant Superintendent, Business Services Division, (626) 939-4600 ext. 1402; [dpassalacqua@wcusd.org](mailto:dpassalacqua@wcusd.org)

The 28,000 square-foot science and CTE building houses new chemistry and biology labs, a state-of-the-art video production lab and broadcast studio, engineering computer labs and robotics spaces that feature a competition arena and manufacturing lab.

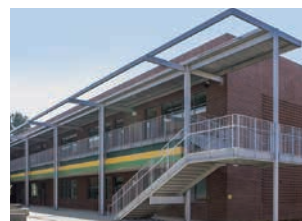


## Temple City Unified School District, Temple City, CA Temple City High School – Aquatics Complex & New Classroom Buildings

**Construction Value:** \$17,000,000 and \$25,300,000

**Reference:** Marianne Sarraill, Assistant Superintendent,  
Business Services, (562) 907-5900; msarraill@ewcsd.org

**Aquatics Complex:** The Athletic program has historically been strong. While the football stadium recently received an upgrade managed by TCM under a separate project, the Baseball, Softball and Swimming facilities are scheduled for a major overhaul including turf replacement of the fields, provisions of dugouts and reconfiguration of the swimming pool facilities including locker rooms, team rooms, snack area, and the pool equipment area. Additionally, the campus' main electrical service is being relocated.



**New Classroom Building:** Over the past few years, the enrollment at Temple City High School has changed sufficiently to warrant the addition of classrooms to meet State mandated student/teacher ratios.

To achieve this goal TCM, with the efforts of the Architect, collaborated with the Owner and determined three classroom buildings, totaling 32 classrooms was warranted and within budget. The predominantly CMU structure similarly matches the existing original brick buildings, with eye-catching accents indicating a reach into the future. TCM has been integral in the review and oversight of the construction, working closely with the on-site administration to ensure all activities maintain a minimal impact to the day to day instruction.

## Relevant Program and Project Experience



### **Centinela Valley Union High School District, Hawthorne, CA; Hawthorne High School - Science and Engineering Buildings**

**Value:** \$86,450,500

**Reference:** Eric Mirabal - Director of Facilities, (310)263-3201; mirabale@cvuhdsd.org

The Hawthorne High School Science and Engineering Classrooms project has involved a number of phases, all carefully planned, scheduled and executed so that the campus could remain operational during construction. This project was the most scheduled intensive project due to the scope of work that was being undertaken by the District and TCM. With careful planning and working as a team with the District, TCM, the A/E team, we were able to plan properly and work diligently in order to ensure that students were in their seats on the first day of school.

The Science and Engineering Buildings project consisted of six new buildings totaling 104,000 SF. The project saw the construction of a new student services building, a media center, a 33-classroom science/chemistry building, a two-classroom engineering lab building with an adjoining metal shop, 3D printing shop, and a work yard, three oversized computer lab classrooms and corresponding office spaces.

The second phase of the large scale project is a 91,550sf four building project that took place on this campus. The four classroom, two storied buildings are adding over 45 classrooms to the campus on a much needed and highly impacted campus. TCM created all scoping documents, bid packages, and performed all bidding activities receiving over 5 bidders per trade on each package which created a very competitive number for this project.

## Relevant Program and Project Experience



### **Centinela Valley Union High School District, Hawthorne, CA; Hawthorne High School - CTE Woodshop Building**

**Construction Value:** \$7,000,000

**Reference:** Eric Mirabal - Director of Facilities, (310)263-3201  
mirabale@cvuhisd.org

TCM served as the construction manager on the woodshop project that placed a new woodshop on an existing and occupied campus. The woodshop serves as an extension to the engineering building and brings another CTE/S.T.E.M. hands on classroom to Hawthorne H.S. This project consisted of 12 different prime contractors and was constructed during the school year on an occupied campus. TCM ensured that our site logistics plan was well defined and properly relayed to the school in order to ensure that all students, teachers, and faculty were safe day in and day out.

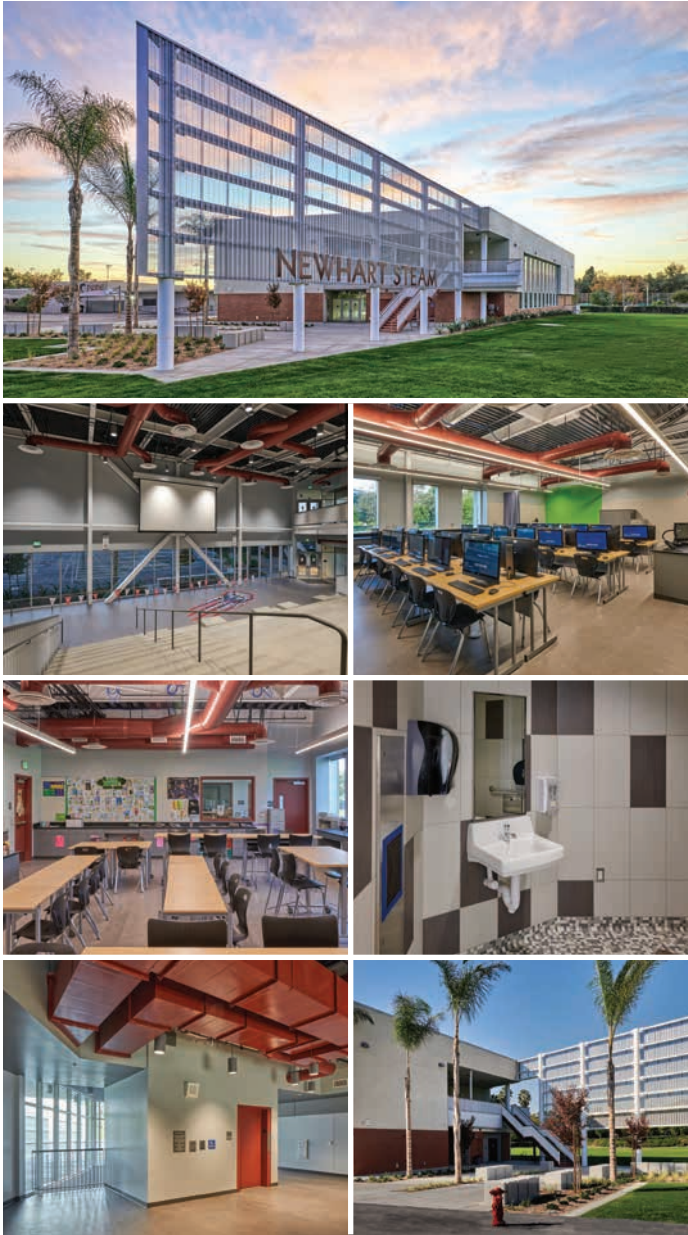
### **Centinela Valley Union High School District, Lawndale, CA; Lawndale High School, Student Union/Kitchen**

**Construction Value:** \$21,446,497

**Reference:** Eric Mirabal - Director of Facilities, (310)263-3201  
mirabale@cvuhisd.org

The Phase 2 Student Union is approximately 41,000 SF two storied building with a budget of \$21,446,497. The building houses a Student Union, serving area, kitchen, and eight teaching stations. TCM was charged with creating all the pertinent bid documents, scoping of work, bidder solicitation, and bidder evaluation and recommendation for this multi-prime contract. By performing daily solicitations and advertising per public code, TCM and the District were able to receive an overwhelming response and the bids were competitive and fell under the District's budget.

## Relevant Program and Project Experience



### Capistrano Unified School District Mission Viejo, CA Newhart Middle School STEAM Building

Construction Value: \$14,000,000

Reference: John Forney, CFO, (949) 234-9200;  
jgforney@capousd.org

TCM provided construction management services on the new construction of a 2 story 10 classroom science, technology, engineering, arts, and mathematics building. The classrooms contain science peninsulas, a teaching station, teaching collaboration and prep spaces between classrooms, and the latest 21st century short throw projectors. Two classrooms are designated as a media/digital arts lab, and a CTE computer lab.



### Capistrano Unified School District San Juan Capistrano, CA Ambuehl Elementary School Modernization

Construction Value: \$8,000,000

Reference: John Forney, CFO, (949) 234-9200;  
jgforney@capousd.org

TCM oversaw a fast paced summer construction modernization project that consisted of abatement, demolition and construction of the administration building, library and MPR rooms and the demolition and construction of a new 12' x 60' shade structure, playground equipment and water bottle fillers. The interior spaces were outfitted with new LVT flooring, tackboard, new flexible furniture, smart projectors and white boards, and new library casework. The project schedule was a tight 62 day schedule over the summer and through proper planning and coordination, our team was able to finish the project on time and on budget ensuring that each student was in their seats on the first day of school.

## Relevant Program and Project Experience



### Capistrano Unified School District, Aliso Niguel, CA Aliso Niguel High School STEM Building

Construction Value: \$15,000,000

Reference: John Forney, CFO, (949) 234-9200;  
jgforney@capousd.org

TCM provided construction management services on the new construction of a 2 story 6 classroom science, technology, engineering, and mathematics building. The classrooms contain science peninsulas, a teaching station, teaching collaboration and prep spaces between classrooms, fume hoods, acid waste stations for the chemistry labs and the latest 21st century short throw projectors and smartboards.

### Capistrano Unified School District, Dana Point, CA Palisades Elementary School Modernization

Construction Value: \$6,000,000

Reference: John Forney, CFO, (949) 234-9200;  
jgforney@capousd.org

The Palisades Elementary School summer modernization project was a fast paced project completed over a 62 day summer schedule. The project consisted of the installation of new HVAC units throughout the campus, the construction of a new library, classroom, and restroom modular building, and site-wide ADA upgrades. Our team worked hand in hand with the District and M&O to ensure that the project was turned over on time.

## Relevant Program and Project Experience



### Solana Beach School District, Solana Beach, CA Solana Vista Elementary School Reconstruction Construction Value: \$35,000,000

Reference: John Leland, Asst. Superintendent,  
(858) 794-7140; johnleland@sbsd.net

The Solana Vista ES Reconstruction project consisted of the demolition of the existing school structures and construction of a new main classroom building, a multipurpose building, new loading driveway, and improvements to hardscape and landscaped play areas. The main classroom building houses 24 rooms (16 classrooms and 8 specialty rooms) and can accommodate 400 students. Improvements to the parking lot and loading zone were done to ensure a better flow of traffic during drop off/pick up and to accommodate new ADA requirements.

### Solana Beach School District, Solana Beach, CA Solana Santa Fe Elementary School Reconstruction Construction Value: \$21,000,000

Reference: John Leland, Asst. Superintendent,  
(858) 794-7140; johnleland@sbsd.net

The Solana Santa Fe ES Reconstruction project is the demolition of the kindergarten play area and the construction of a retaining wall on the north side of the campus on El Apajo. The retaining wall, 22 feet at its highest, will support a new parking lot on that side of the school, adjacent to a reconfigured kindergarten play area. A new two-story classroom building, an administration building update, construction of the new north parking lot and alteration of the south parking lot including paving over the existing large drainage culvert rounds out the rest of the project.

## Relevant Program and Project Experience



### Cesar Chavez Ravenswood Middle School New Construction and Modernization Project

**Project Value:** \$50,000,000

**Client:** Ravenswood City School District

**Reference:** William Eger, Chief Business Official, (650) 329-2800 ext. 60101; weger@ravenswoodschools.org

TCM has been providing construction management services to the Ravenswood City School District since 2017, supporting the District on their Measure H and Measure S Bond Projects. The \$50M dollar project includes a new 12,860SF two story classroom and media center building, a new single story 7,530SF administration and classroom building, and the modernization of four existing buildings totaling more than 35,000SF of classroom space. This complex project required coordination of swing space, temporary utilities, a temporary construction haul road, and phased construction for which TCM has developed a detailed phasing and logistics plan and required careful coordination and management during the planning and pre-construction phases of the project.

### Cesar Chavez Ravenswood Middle School / Magical Bridge Foundation Park

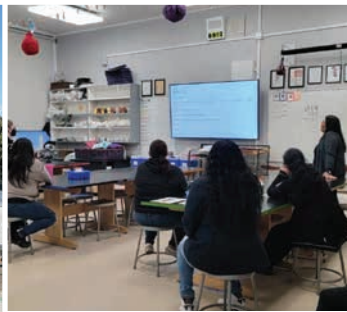
**Project Value:** \$14,000,000

**Client:** Ravenswood City School District

**Reference:** William Eger, Chief Business Official, (650) 329-2800 ext. 60101; weger@ravenswoodschools.org

This project includes the reconstruction of the existing athletic fields and playgrounds and CCRMS including new lighted tennis courts, basketball courts, synthetic track and field, playground equipment and the installation of three new portables and a restroom building. The project is jointly funded through a non-profit organization, donors, and bond funds. Currently in DSA (back check comments received) and anticipated to bid in October/November 2023.

## Relevant Program and Project Experience



### **Belle Haven ES New Construction and Modernization**

**Project Value:** \$50,000,000

**Delivery Method:** CM-Multiple Prime

**Client:** Ravenswood City School District

**Reference:** William Eger, Chief Business Official,  
(650) 329-2800 ext. 60101; weger@ravenswoodschools.org

The Belle Haven ES project is the modernization to two classroom buildings and administration building, new construction of a multi-purpose building and kitchen, new STEM classrooms, and new TK Classrooms. TCM managed the installation of 18 interim housing portables in summer of 2023 which will allow for demolition of existing classrooms in fall of 2023.

### **Los Robles-McNair ES Modernization**

**Project Value:** \$25,000,000

**Client:** Ravenswood City School District

**Reference:** William Eger, Chief Business Official,  
(650) 329-2800 ext. 60101; weger@ravenswoodschools.org

The Los Robles-McNair ES Modernization project consists of modernizing existing classroom buildings and administration buildings throughout the entire campus. This large scale project required the coordination of swing spaces to house the teachers and a phased approach to ensure students had a place to learn. New flooring, paint, fire alarms, windows, doors and IT upgrades were installed.

## Relevant Program and Project Experience



### Jane Lathrop Middle School Modernization

Project Value: \$12,000,000

Client: Palo Alto Unified School District

Reference: Don Austin, Superintendent; [daustin@pausd.org](mailto:daustin@pausd.org), (650) 329-3700

TCM is serving as the construction manager on the modernization and expansion to the existing administration office and library. This project is being phased with TCM overseeing the construction of the administration building over the next 12 months and will start the library modernization after the administration building is completed.



# Approach and Methodology



**Ravenswood Middle School**  
*Ravenswood City School District*



## *Plan Your Work and Work Your Plan*

TCM is a leader in the design, management, and construction of K-12 Educational Facility Improvement Projects. Since 1995, we have brought our expertise to the completion of schools, public buildings, capital improvement projects, and parks. **What sets us apart is our depth of understanding and our ability to integrate the different facets of a construction program and project - programming, planning, schedule, budget, accounting, design management, procurement, construction, commissioning, and closeout - into one seamless process.** TCM provides standardized technical and management expertise bringing 30 years of experience in DSA school construction.

Our approach is an inclusive collaborative process that is focused on successfully delivering new 21st Century classrooms that embody the critical vision of the district, schools, and community. In order to achieve the goals of the District and Measure MM, TCM will implement a technical approach that has been developed through our experience of managing over \$4.25 billion of educational facility projects including new construction and modernization projects.

Our intent is to bring unparalleled Program and Construction Management Services by providing experienced professionals equipped with the necessary tools to serve as an extension of the MUSD's staff in order to achieve program and project success.

## **Pre-Construction Phase**

**Fostering a TEAM Environment** - TCM's business approach will be to consistently provide our services to MUSD, the design team, and other consultants, in a professional and team-

oriented manner. **Understanding the tremendous political and fiscal pressure the District faces in delivering projects on schedule and within budget, especially at operational campuses, TCM staff will work closely with MUSD to meet the objectives of any upcoming project, and will serve as an extension of District staff.** This will include accurate reporting, clear communication with project stakeholders, consistent interface with the District, and responsiveness to any Board activities.

Our philosophy and how we intend on working with District staff, principals, facilities directors, teachers, and District consultants will be an all-inclusive collaborative process. TCM understands that MUSD's main function is to educate their students and not have to worry about the nuances that accompany large or small-scale construction programs and projects. Our goal is to ensure that we establish the proper communication channels from day one and ensure that we are working towards achieving the goals of MUSD and the Measure MM program.

**Program Management** - TCM supports our clients in the realization of their program objectives by **supporting the District and its staff** in the development of site specific and program level requirements for each project, including defined budgets, cost estimates, and project schedules. TCM's Program Management deliverables ensure that comprehensive oversight and coordination of each project is completed on time, within budget, and to the highest standards. These services include planning, scheduling, budgeting, and managing construction activities, while ensuring compliance with California's unique education codes, environmental regulations, and seismic safety requirements. TCM's Program Management team also facilitates collaboration among stakeholders, including site staff, architects, M&O, and the community at large, to address challenges and achieve program and project goals. By leveraging TCM's expertise in school construction and local requirements, our program management services deliver efficient and sustainable solutions that will meet the needs of MUSD's students and community members.

**Planning** - TCM takes an active approach in design review, reconciling the budget and the plans while performing constructability reviews, value engineering sessions, and providing accurate estimates during the design phase. TCM also coordinates the site logistics and phasing plan with the District, Architect, and site staff in order to ensure site safety,

## Approach and Methodology



limitations of the construction area, delivery routes, and interim housing/swing spaces as required.

**Site Evaluation** - Comprehensive building and site investigation is critical when working on existing campuses. Our team will perform a thorough investigation with the Architect to uncover and identify the salient issues that exist at the sites and **identify opportunities to reduce waste, reinforce project goals, and respect ongoing operations** and utility service during construction. In conjunction with the Architect and Consultants, existing utility lines will be investigated and sized in order to determine capacities versus proposed demand, and to minimize unforeseen conditions.

**Design Phase Management** - TCM will engage in regularly scheduled design meetings held to provide a forum in which the team can review, comment on, and plan the project together. **Timely completion of action items and prompt decision making will be critical to the success of the Pre-construction phase and the ability of the project team to maintain the project schedule.**

A properly reviewed set of plans and special provisions will reduce conflicts in the field (where conflicts are more costly), provide more accurate schedules, improve the sequence of construction, enhance quality, develop workable specifications, help provide a more biddable project for the construction contractor, and potentially decrease construction costs and claims. TCM will not only review project documents for their completeness and interdisciplinary coordination, but also verify that the correct materials and details are being implemented with regard to district standards, value, and availability, installation costs during construction and maintenance costs post construction. TCM will utilize a systematic and interdisciplinary approach to the constructability review process with a special focus on the areas of the plan that involve multiple trades in a single location. We bring our lessons learned from the field to this process. We call constructability review a “process” because it is not enough to simply review a set of plans and send a report to the design team. The very success of the job is tied to how well the documents are coordinated. Once the plans have been reviewed, follow-up meetings with the design team are critical to ensuring that any required changes are included in the revised documents. If the changes to the plans require DSA approval, we consider it part of the process to make certain that DSA approval occurs in a timely manner that allows for an on-schedule project bid.

**Program and Project Controls** - TCM provides financial planning and reporting services on all aspects of the program



and project using financial management tools developed specifically for educational building projects. Our staff develops project control systems that integrate the needs of both the client and their accounting staff while tracking costs in a manner that meets the requirements of local, state, and/or federal agencies. **The processes and procedures we have developed allow for more efficient scheduling, greater cost efficiencies, and better control of the master budget for each project.**

**Budget Management** - TCM has learned that effective management of the budget and scheduling process can determine the successful completion of a program and project. The TCM budget development process relies very heavily on developing an interactive system that includes the owner, the architect, and a budgetary peer review at every stage.

Typically, an initial budget will be developed from the architect’s preliminary plans. We have found that a very successful technique is to have the architect provide an estimate based on his plans. We then perform an independent peer review estimate of the same plans and compare the results. These estimates are then reconciled against one another prior to proceeding to the next phase of design.

# Approach and Methodology



Value engineering during the early stages of the design process helps to keep the architect within the budget so that the design does not stray from what is practically possible to build with the funding available. This approach is applied at each step in the design development process, up to, and including final construction documents. As a hedge against design changes that typically occur during the design development process, we generally include in our estimates a 10% design development contingency on all estimates.

1. Site Acquisition
2. Planning and Design
3. Construction
4. Testing (Construction Phase)
5. Inspection
6. Furniture and Equipment
7. Contingency

Each category contains sub-categories with associated object codes for a complete breakdown. We advise that initial budgets be developed and associated with each object code within the OPSC categories. This level of detail will also allow Facility Planners to thoroughly comprehend the scope of each project from initial planning stages to closeout. **Ultimately, this will lead to tighter control of project costs and will ensure compliance with all state regulations.**



**Program and Project Scheduling** - TCM employs Certified Primavera P6 company schedulers that, in conjunction with our Project Manager and Superintendent, will be responsible for generating and maintaining a comprehensive and dynamic project scheduling system. Utilizing Primavera P6 software, our team will first develop a Master Program Schedule that incorporates and captures the full program goals and overall construction program timeline. The Master Program Schedule will delineate the specific deliverables associated with each project and will be the basis for creating individual project schedules that capture definitive tasks, such as pre-construction, procurement, construction, and close-out. From this schedule, high-level activities will be tracked and then individual schedules will be generated starting with a design schedule and capturing the District's desired end date.

Our team is committed to meeting the Design and Construction schedule for each project MUSD assigns to our firm and will provide a straightforward line of communication and schedule management procedures to provide the project team with a mechanism to accurately manage and monitor all aspects of project construction.

**Pre-Construction, Procurement of Contractor(s)** - TCM believes that the success of each project is determined during the pre-construction phase and it is our goal at the beginning stages of each project to ensure we set up our team for success. The backbone of the pre-construction phase lies in these three pillars:

1. Constructability Reviews
2. Cost Estimating/Budget Reconciliation
3. General Contractor Procurement Efforts

TCM has extensive experience in managing the public works bid process and will assist the District in developing front-end bid documents, and general and special conditions for each project to ensure all are applicable to the project scope.

## Construction Phase

**Contract Management During Construction** - TCM's qualified professionals function as the owner's representative to coordinate and schedule the operations of the general contractor. **Utilizing tested and proven management techniques, TCM professionals manage all the construction-related elements of the project, including advice and recommendations during planning, design, and**



**construction, for the purpose of controlling time, cost, and quality.** We maintain all records and daily logs and actively manage the bid construction process.

We also place a high level of importance on proper document control and require our field staff to maintain accurate, up-to-date information and schedules on each project from notice to proceed to notice of completion. This becomes particularly important as a program moves forward to ensure all proper documentation at the project level has been developed and submitted to meet required deadlines.

**Quality Assurance/Quality Control (QA/QC)** - TCM is committed to delivering quality program and construction management services that ensure that the goals of Measure MM and each project are achieved and MUSD's expectations are met or exceeded. **Our approach to Quality Management is an ongoing process that happens throughout the planning, design and construction process.** This process starts with the underlying principle that QA/QC is not error catching, but error prevention and quality enhancement. In order to achieve project quality enhancement through effective quality management, TCM will implement, maintain and manage a quality control process inclusive of the following:

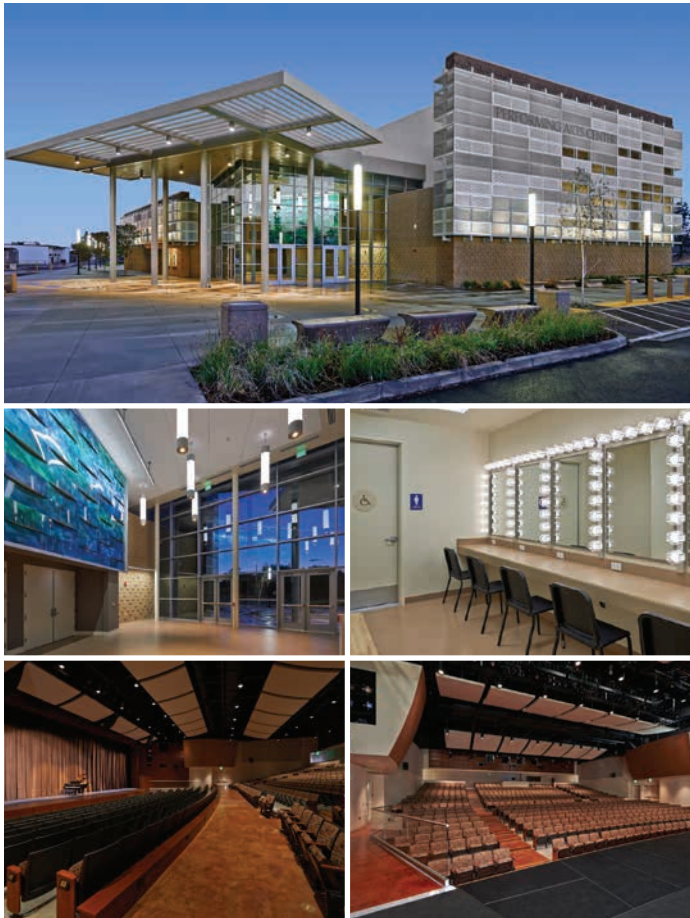
- Integral quality management in our operations
- Continuous communication with MUSD - defining expectations at the onset
- Pride in our work
- Prevention not error catching
- Promote teamwork in the office and in the field
- Commitment to continuing professional education and training in-house
- Prompt response to client's request
- "Going That Extra Mile" for the project lessons learned in sharing information from recent similar projects
- Timely communication with clients and design team - office reviews
- Constant constructability review
- Construction administration - experiences and streamlined
- Post-construction services
- Building Information Modeling (BIM – clash detection and system integration)

TCM believes that our QA process will be instrumental in delivering a successful project that meets the project goals,

with maximized project value within the established budget, schedule and scope. Our pursuit of excellence is ongoing and does not stop after construction is done, but requires that we examine the challenges, successes and opportunities so that we may continue to learn and grow for our future challenges.

**Project Technology/Document Control** - TCM utilizes a web based program, Procore, as its primary Project Management System which is further supported by the utilization of BlueBeam, Primavera P6, MS Project, and Revit and NavisWorks BIM systems. Over the last few years TCM has effectively managed its construction projects by being paperless with the use of the aforementioned construction administrations software. The Procore system streamlines the management of all project controls such as RFIs, Submittals, Meeting Minutes, Daily Reports, etc. By using a role based system, user access to project documents may be customized allowing for full edit or just viewing capabilities or a combination thereof. Furthermore, documents are instantaneously distributed to all appropriate parties and then managed and tracked on a daily basis. This allows for project transparency but also holds the team accountable for performance in regards to the review and response to critical documents.





In addition to serving as a consolidated, reliable and easily accessible database, Procore allows TCM to readily produce project document reports efficiently and effectively. For example, RFIs are generated and populated individually with specific information such as the initial date, question, sheet reference, detail, cost and schedule impact, etc., but also may be consolidated into a log for review and discussion at each progress meeting. On multi-year projects containing hundreds of RFIs, these can later be sorted and accessed within seconds. Similar methodologies are applied to Submittals, ASIs, Change Orders and other producible reports that may be customized to suit the client or audience for whom they are being presented to. TCM augments our streamlined document control and reporting program with other effective technology tools. Using Primavera P6 we not only generate master schedules delineating tasks and durations over multiple years, we also are able to electronically analyze construction schedules from the contractor that are also embedded and linked to critical activities in the Procore system. BlueBeam in combination with our electronic plan room allows for access to all plan

and specification sheets in PDF format. These sheets are also hyperlinked to details, RFIs, submittals, and construction photos allowing for immediately accessible as-built documents.

### Closeout Phase

**Closeout** - Our projects begin with careful consideration of where the team will stand at the conclusion of the project. With this in mind, we begin closeout on the first day of the project, coordinating the project documents and submittals to ensure completion with compliance. We excel in meeting the DSA project closeout requirements and have an excellent track record for timely closeout on all projects.

### Project Document Turnover (O&M/Warranties/As-Built)

Document control of post-construction/closeout items is just as critical as those during construction, especially for new complex facilities and/or equipment that require a specific understanding of the new functions and operations. TCM ensures that closeout documents such as warranties, operations and maintenance manuals, as-builts, record drawings, door/site keys, and product information sheets not only conform to the requirements of the specification but also are formatted and organized for easy reference by the District. Hard copies of these documents are transmitted to the District but it is our preference to also provide a compiled electronic copy. Utilizing the hyperlinking function in BlueBeam, TCM is able to consolidate all closeout documents into a single searchable PDF that can be placed on the District's server allowing for remote and expedient access.

**DSA Certification** - TCM works closely with the DSA project inspector and architect to ensure that each and every project it constructs is closed out with DSA in a timely manner. This includes a review of construction change directives prior to DSA submittal to ensure that all items are properly coordinated and that an expedited review can be obtained without adversely affecting the construction schedule. TCM's coordination with DSA continues after construction, ensuring that all proper documentation is organized and submitted to DSA for certification and project closeout. This process has been streamlined with DSA's Inspection Card Process and TCM has continued to provide valued service to ensure certification is received upon construction completion with the culmination of submitting of Form DSA-6.



# Resumes of Key Personnel

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**Animo Leadership Charter High School**  
*Green Dot Public Schools*



## Resumes

Construction companies are made up of people, and it is the leadership and experience of our staff that distinguishes our firm. **The majority of our dedicated staff have worked at the firm for more than five years and our leadership team has a combined 100 years of experience working at TCM.** Below you will find detailed resumes of our team who have the relevant project experience to deliver a successful program and discrete projects for MUSD.



Our team is led by our **President, John Clem**, who plays an active, hands-on role in each and every project TCM is managing. John brings over 40 years of construction experience lending his knowledge and guidance to each TCM project, and looks forward to working with MUSD. John's passion for school construction is evident as he is a regular attendee at weekly project meetings, as well as the trusted advisor to our clients on construction related issues. Our clients routinely praise the accessibility and proactive nature of John's leadership style. John started TCM for TELACU 30 years ago and has served as our President for the entire time.

### LICENSE:

General Contractor - B  
741851 Exp 10/31/2023



As **Senior Vice President, Jay Bell** is active in all TELACU Construction Management contracts with a focus on the construction of educational facilities. Jay is responsible for client relations and strategic planning for TELACU Construction Management and specializes in agency construction management during pre-construction including financial management. Jay's strengths lie in his ability to build, supervise, and coordinate the work of teams of architects and technical personnel, as well as construction teams. He has developed a reputation as a manager with strong financial planning skills based on his work in designing and implementing program and project level financial management systems for clients.

### EDUCATION:

B.F.A., Art and Design  
Parsons School of Design, 1996  
  
Construction Management  
Coursework, Pratt Institute  
1997-1998



**Daniel Clem, Vice President**, will be responsible for direct management of all TCM staff assigned to MUSD and will take the lead on the Measure MM Program working with District staff on implementation of upcoming projects while setting up the program controls. Throughout his career, Daniel has completed numerous DSA school construction programs and projects, utilizing the numerous different delivery methods, which has provided him with the relevant experience to lead TCM's Program and Construction Management team on the Measure MM Program. Having been engaged early in the development of most construction programs and projects, Daniel is thoroughly familiar with the Public Contract Code, alternative delivery methods, CMAA and Pre-qualification requirements, allowing him to lead and provide best management solutions to various procurement strategies.

### **EDUCATION:**

Bachelor Degree at California Polytechnic University, Pomona, CA

### **AFFILIATIONS/ CERTIFICATIONS:**

C.A.S.H. Leadership Academy Graduate  
C.M.A.A. Member  
C.A.S.H. Member  
C.C.S.A. Member  
OSHA 30 Hour

Daniel will assist the District in the procurement of any and all Architects/Engineers, Construction Managers, Inspector of Records, and Special Inspection Services and will work with the District to create solid front end documents for each scope of work listed. Taking the lead on the implementation of the program, Daniel will provide design management oversight and ensure that all District standards are being adhered to and that the District's Master Plan is being followed. Daniel will also manage the procurement process of all general or trade contractors and will advise the District on delivery methods for each project while providing an in-depth knowledge of best practices for public works procurement and contracting. Daniel is a DSA expert and a committed leader who has demonstrated success on educational projects at the Capistrano USD, Menifee USD, El Segundo USD, ABC USD, El Monte UHSD, Centinela Valley UHSD, Lennox SD, Santa-Monica Malibu USD, and Los Angeles USD.

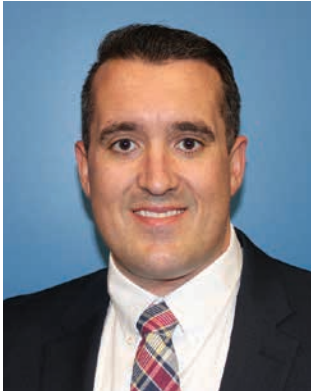
### **Relevant Program Experience:**

- Centinela Valley Union High School District, Multiple Bond Measures - \$550M
- Menifee USD, Measure Q - \$250M
- El Segundo USD, Measure ES - \$92M
- Lenox SD, Measure Q and LAWA - \$111M
- Los Angeles Community College District, Multiple Measures - \$9B

### **Relevant Project Experience:**

- Mountain View High School Modernization, El Monte Union High SD - \$27M
- Hawthorne High School Phase 2 Classroom Addition - Centinela Valley UHSD - \$50M
- Hawthorne High School - Nyman Hall Theater, CVUHSD - \$10M
- Aliso Niguel High School New STEM Buildings, Capistrano USD - \$14M
- Dana Hills High School New 2 Story Classroom, Capistrano USD - \$24M
- Tesoro High School New Classroom Building, Capistrano USD - \$12M
- El Segundo Middle School Gymnasium, El Segundo Unified School District - \$18M
- El Segundo High School Band Building, El Segundo Unified School District - \$14M
- El Segundo High School Modernization, El Segundo Unified School District - \$10M
- Hawthorne High School S.T.E.M. Science and Engineering Buildings, Centinela Valley UHSD - \$52M
- New k-8 School, Capistrano Unified School District - \$92M

## Resumes of Key Personnel



**Tim Spencer, Director**, will be coordinating the activities of our program and construction management teams and will work with MUSD during the pre-construction phase and will take the lead in the procurement of the contractor(s).

Tim will also ensure that the contractor(s) have a quality control process in place, that proper manpower is on site, and that we are meeting the schedule of the project. Tim will assist MUSD from the pre-construction phase all the way through the closeout phase, taking the lead in the development of the project schedule, working with our Project Manager(s), on performing constructability reviews, value engineering sessions, and working with the A/E Team in order to achieve a smooth Construction Phase.

Tim will assist MUSD in the procurement of any and all specialty consultants, Lab of Records, and Special Inspection Services and will work with MUSD to create solid front end documents for each project. Tim is a construction expert and a committed leader who has demonstrated success on numerous public works projects throughout California.

Utilizing his technical expertise as an experienced builder, Tim will support Daniel in the development, implementation and management of the program from conception through completion and will take an active and hands on approach in managing each project. Tim has successfully delivered numerous educational programs and projects and has done so efficiently and effectively making him a great fit for MUSD.

### **EDUCATION:**

California State  
Polytechnic University  
Pomona, CA  
Bachelor of Science,  
Urban and Regional  
Planning

### **PROFESSIONAL CERTIFICATIONS:**

OSHA 30 hour  
First Aid/CPR

### **EXPERIENCE:**

9 years with TELACU  
Construction Management  
14 years of K-12 construction

### **DEDICATED TIME TO AESD: 25%**

### **YEARS WITH TCM:**

13 Years

### **Relevant Bond Program Experience:**

- Buena Park School District, Measures B and M - \$71M and 84M
- Solana Beach School District, Measure JJ - \$105M
- Temple City Unified School District, Measure S - \$128M

### **Relevant Project Experience:**

- Temple City High School Athletic Complex and New Pool, Temple City USD - \$25M
- Temple City High School Classroom Building, Temple City USD - \$14M
- Leuzinger High School Media Center Modernization, Centinela Valley UHSD - \$31M
- Jefferson Elementary School New Classroom Building, Lennox School District - \$22M
- Lennox Gymnasium Renovations, Lennox School District - \$2M
- Aspire 58th and Pacific, Aspire Pacific Academy - \$22M
- Elementary School Modernizations, Westminster School District - \$36M
- Solana Vista Elementary New School, Solana Beach SD - \$42M
- Solana Santa Fe Elementary School Reconfiguration, Solana Beach SD - \$36M
- Beatty Middle School New Athletic Facility, Buena Park SD - \$12M
- Solana Ranch HVAC Upgrades, Solana Beach SD - \$9M
- Las Rosa Elementary School Remodel, Temple City USD - \$3M
- Longden Elementary School Remodel, Temple City USD - \$11M
- Downey Library Renovations, City of Downey - \$7M
- Buena Park Middle School Modernization, Buena Park SD - \$4M
- Buena Park Middle School New Theater Arts Building, Buena Park SD - \$9M
- Beatty Middle School Modernization, Buena Park SD - \$6M
- Corey Elementary School Modernization, Buena Park SD - \$5M
- Whitaker Elementary School Modernization, Buena Park SD - \$5M
- Gilbert Elementary School Modernization, Buena Park SD - \$4M
- Pendleton Elementary School Administration Building, Buena Park SD - \$9M

## Resumes of Key Personnel



**Jeffery Thomas, Program/Project Manager**, is a skilled and experienced construction professional who has completed over \$300M worth of DSA K-12 programs and projects and has worked on over \$470M in programs. Jeff brings more than 25 years of program and construction management experience to TCM. Jeff will be coordinating the activities of the construction management teams and will work hand-in-hand with MUSD staff during the pre-construction phase overseeing the architect and other consultants and will take an active lead in the bid phase. Jeff has been a part of numerous bond programs and projects over his career and is considered an expert in public contract code, program and construction management, contract adherence, and public works construction. Jeff has managed a variety of challenging and successful programs and projects and will bring his lessons learned to MUSD's program and projects.

Jeff brings a wealth of expertise in successfully guiding programs and projects from inception to execution. With a proven track record of driving strategic planning, budgeting, and client satisfaction, Jeff possesses an in-depth understanding of construction methodologies and the intricacies of pre-construction activities. Leveraging his strong leadership skills, technical acumen, and ability to foster collaborative relationships, Jeff is dedicated to delivering exceptional results and exceeding MUSD expectations.

### EDUCATION:

Bachelors of Arts  
University of California  
Los Angeles, CA

### AWARDS & ACCOMPLISHMENTS:

LEED  
Burger King Franchisee

### ORGANIZATIONS:

Rotary International  
Meals on Wheels  
Agoura Hills/Calabasas  
Community Center JPA

### Relevant Bond Program Experience:

- Buena Park SD, Measure B - \$71M
- Las Virgenes USD, Measure S - \$340M
- Orcutt USD, Measure G - \$60M

### Relevant Project History:

- Gahr HS Modernization, ABC Unified School District - \$23M
- Agoura High School Performing Arts Center Las Virgenes Unified School District - \$18.5M
- Calabasas High School Performing Arts Center Las Virgenes Unified School District - \$18.5M
- Lindero Canyon Middle School - Modernization Las Virgenes Unified School District - \$21.4M
- Yerba Buena Elementary School Las Virgenes Unified School District - \$37.5M
- Olga Reed Cafeteria - Las Alamos Orcutt Union School District - \$5.25M
- Orcutt Academy, Orcutt Union School District - \$4.25M
- Orcutt Academy, Orcutt Union School District - \$5.25M
- Buena Park Middle School Music Building - Buena Park Buena Park School District - \$4.55M
- Beatty Middle School Athletic Building - Buena Park Buena Park School District - \$7.25M
- Pendleton Elementary School Administration Building - Buena Park School District - \$6.75M
- Solar Arrays - Buena Park Buena Park School District - \$25M
- Amgen Building 25- Modernization and Upgrades - \$22.5M
- Agoura High School Track, Las Virgenes Unified School District - \$1.5M
- Agoura High School - Offsites, Las Virgenes Unified School District - \$3.5M

# References

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*Lawndale High School  
Centinela Valley Union High School District*

## References



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### Capistrano Unified School District

#### John Forney, CFO

[jgforney@capousd.org](mailto:jgforney@capousd.org)

(949) 234-9200



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### Lake Elsinore Unified School District

#### James Judziewicz, Assistant Superintendent

[james.judziewicz@leusd.k12.ca.us](mailto:james.judziewicz@leusd.k12.ca.us)

(951) 253-7000



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### Centinela Valley Union High School District

#### Eric Mirabal, Director of Facilities, M&O

[mirabale@cvuhsd.org](mailto:mirabale@cvuhsd.org)

(310) 263-3200



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### Temple City Unified School District

#### Marianne Sarrail, Assistant Superintendent, Business Services (now at East

Whittier City SD)

[msarrail@ewcsd.org](mailto:msarrail@ewcsd.org)

(562) 907-5900



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### West Covina Unified School District

#### Drew Passalacqua, Ed.D., Assistant Superintendent, Business Services Division

[dpassalacqua@wcusd.org](mailto:dpassalacqua@wcusd.org)

(626) 939-4600 ext. 1402



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### Palo Alto Unified School District

#### Don Austin, Superintendent

[daustin@pausd.org](mailto:daustin@pausd.org)

(650) 329-3700



## Billing Rates



**Newhart Middle School**  
*Capistrano Unified School District*

## Billing Rates



Presented below are the 2025 billing rates for TCM professionals. These rates are fully burdened and inclusive of all direct labor costs, insurance, travel, overhead, and profit and are not to exceed 8 hours in a day, 40 hours a week regardless of the hours required to finish the project. TCM's rates are subject to a 5% increase at the beginning of each calendar year.

POSITION	HOURLY RATE
Principal in Charge	\$ 225
Project Director	\$ 190
Program Manager	\$ 175
Project Manager	\$ 165
Controls Manager	\$ 150
Estimator	\$ 140
Scheduler	\$ 140
Superintendent	\$ 165
Project Engineer	\$ 120
Program Accountant/Administrator	\$ 105
Project Administrator	\$ 80

TCM develops our fee schedules in conjunction with our clients. Our ability to staff projects accordingly and to be able to add and remove staff in a timely manner allows for our team to be flexible and to adapt properly to each assigned project.



# TELACU Construction Management

*Leading the Way in Design, Management and Construction.*

For more than four decades, TELACU, the nation's largest Community Development Corporation (CDC), has upheld the principle that business ventures should enhance communities and positively impact people's lives. The founders of TELACU, recognizing the ongoing need for the construction of assets that could benefit the community, such as schools, parks, municipal structures, roads, and infrastructure, formed TELACU Construction Management (TCM).

With the long-term future of Southern California communities in mind, TCM is committed to providing its clients and their communities with the leadership and innovation required for the successful management and completion of projects and programs.

TCM is a wholly owned subsidiary of TELACU Industries, the for-profit subsidiary of TELACU. The dollars earned by TCM and TELACU's other for-profit companies are actively reinvested in the communities they serve. These profits are used to fund social initiatives such as a nationally renowned scholarship program, more than 4,000 units of affordable housing, workforce development programs, and a variety of other initiatives to ensure economic equality and social justice.

While the impact of these social programs is significant, each subsidiary must uphold TELACU's standard of world-class service in the technical areas in which they operate. TCM is no exception. Since 1995, TCM has provided outstanding service to clients in construction management, program management, and construction services.

TCM is an industry leader in the management and design of private and public projects. Its award-winning professional team has brought management expertise to the completion of schools, public buildings, capital improvement projects, transportation, governmental and medical facilities, water transmission and distribution systems, public housing, and recreational centers. TCM's team of 65 experts provides unparalleled expertise in project and program management.

Utilizing rigorously tested and proven management techniques, TCM staff direct all project delivery services, including project development, design oversight, project funding, public outreach, and scheduling. Staff professionals coordinate and schedule all operations of design professionals, prime contractors, and project stakeholders. TCM staff provides complete consultative services during planning, design, and construction to control time, cost, and quality.

*TCM has worked with more than twenty-seven K-12 districts in California, completing more than \$3.2 billion of construction as a construction manager or a general contractor.*



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## TELACU Construction Management

604 N. Eckhoff St.  
Orange, CA 92868  
tel: 714.541.2390  
fax: 714.541.9411  
tcm.TELACU.com

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 4. 24/25-2081 – CONTRACT WITH GIGAKOM FOR UPS REPLACEMENT

## RECOMMENDATION

The Board of Education is requested to approve an award of a contract with GigaKOM for an E-Rate funded project to replace Uninterruptible Power Supplies (UPS) District-wide. Contingent upon the approval of E-Rate, the District will have the ability to replace outdated and nonfunctional battery backup units that keep network communications up during power outages.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_,  
Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

## Rationale:

Contingent upon the approval of E-Rate, the District will have the ability to replace outdated and nonfunctional battery backup units that keep network communications up during power outages.

## Background:

In late 2024, the District submitted a Request for Proposal to receive bids on a district-wide UPS replacement to be funded by E-Rate. The District's latest UPS units were installed in 2018, with a few that are even older.

## Budget Implication (\$ Amount):

GigaKOM submitted a proposal in the amount of \$222, 508.47. Contingent upon E-Rate approval, it is estimated that E-rate will cover 80% of the project cost. The District's portion, to be paid from the Technology Budget, is estimated at \$44,501.69.

## Legal References:

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

## Additional Information:

## ATTACHMENTS

[Section 2- Monrovia USD\\_FY2025\\_UPS\\_REFRESH\\_RFP\\_Final.pdf](#)  
[GigaKOM- Monrovia Unified School District - IC-  
BM\\_Agreement\\_CONTRACT\\_2025\\_\\_F\\_.pdf](#)



REQUEST FOR PROPOSAL # M-25-202

MUSD UPS REFRESH

E-RATE FUNDING YEAR 2025

**RFP DUE DATE: January 21, 2025 at 2:00pm PST**

MONROVIA UNIFIED SCHOOL DISTRICT  
325 E. HUNTINGTON DRIVE  
MONROVIA, CA 91016

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## OVERVIEW

The Monrovia Unified School District (“MUSD,” “District,” or “Owner”), acting by and through its Governing Board, is seeking competitive proposals for an Uninterruptable Power Supply (UPS) Refresh, including hardware, software and physical installation. In addition to issuing this Request For Proposals (RFP) and in conformity with the FCC Schools and Library Division (SLD), “Universal Service Fund” (also known as E-Rate funding), MUSD will post a Form 470 to seek E-Rate discounts for the services sought by this RFP. The Form 470 will be posted on December 9, 2024, and can be found on the EPC portal and at the following website: <https://data.usac.org/publicreports/Forms/Form470Rfp/Index> or <https://data.usac.org/publicreports/Forms/Form470Detail/Index>

The Monrovia Unified School District, located in Los Angeles County, in the state of California serves a student population numbering approximately 5,000. Currently the District has 11 school sites: 1 comprehensive high school, 2 middle schools, 5 elementary schools, 1 alternative education schools, 1 preschool, and 1 community adult school. In addition, there are administrative sites, which include the District Office and the Maintenance, Operations, and Transportation (MOT) sites.

For the purposes of this RFP, the term “Service Provider” and “Vendor” may be used interchangeably and have the same meaning, whether stated or not. The primary point of contact for this RFP is Arin Golestani, Director of Information Technology. Proposals in response to this RFP are due by January 21, 2025 – **NO LATER THAN 2:00 PM**. Proposals will be accepted in the following methods:

- 1) Hand delivery, in a sealed envelope, at The Monrovia Unified School District is located at 325 E. Huntington Dr, Monrovia, CA 91016. The envelope or container must be clearly labeled and include the Service Provider Name, Address, Phone number, as well as the RFP number.
- 2) Electronically, by email to [erate2025@monroviaschools.net](mailto:erate2025@monroviaschools.net). Subject of the email must contain the Service Provider Name as well as the RFP number. This email address is to be used solely for the submission of proposals, not as a method to ask questions or facilitate communication of any sort.

Regardless of the submittal method, all bids will be opened no earlier than the day following the bid deadline. Any and all questions must be submitted in the format outlined in the “**WRITTEN INQUIRIES DEADLINE – ADDENDA**” section on page 4.

IMPORTANT DATES	
Form 470	12/09/24
Last Day to Submit Questions	12/20/24
Date for Addendum and Answers (Tentative)	12/23/24
Proposal Submittal Date	1/21/25

## E-RATE REQUIREMENTS

The District requires the Service Provider to have a valid and current SPIN (Service Provider Identification Number) as issued by USAC (Universal Service Administration Company). The SPIN must be established at the time of the proposal submittal, and the Service Provider must include a copy of the completed SPAC (Service Provider Annual Certification) Form with the proposal. Additionally, the Service Provider must complete and return the certificate of understanding as found in this RFP. For further information regarding the E-rate Program please reference USAC's Schools and Library Division (SLD) website: <http://www.universalservice.org/sl/>

All contracts entered into as a result of this Request for Proposal and the associated Form 470 will be contingent upon:

1. A valid Service Provider Identification Number (SPIN) consistent with the type of service requested in this RFP and an approved funded amount equal to the funding amount as requested on the Form 471.
2. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html)
3. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
4. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.
5. Approval from the Monrovia Unified School District Board of Trustees.
6. A written "Notice to Proceed" from the District to initiate service.
7. Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before July 1, 2025.

## WRITTEN INQUIRIES DEADLINE – ADDENDA

Questions or clarification about this invitation shall be submitted no later than December 20, 2024 by 11:59 PM PST using the District's RFI form located on the district website or by visiting the following address, <https://forms.gle/ij8FUDDqwU2RxyF4A>.

Answers will be issued via Addendum and posted on USAC's Website, no later than December 23, 2024. It is the sole responsibility of the vendor to check the USAC's Website for any addenda.

No phone call or email will be accepted. No oral interpretation will be made to any Vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Vendor with other District employees or Board members regarding the RFP may result in disqualification.

## REJECTION OF PROPOSAL AND WAIVER OF IRREGULARITIES

The District reserves the right to reject any or all proposals and to waive any immaterial irregularities in the proposal process or any proposal. The District also reserves the right to select any proposal that the District believes is in the best interest of the District that may not provide the lowest price(s) submitted. The District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

The right is reserved, as the interests of the District may require, to revise or amend the proposal documents prior to the date set for opening proposals. Such revisions and amendments, if any, will be announced by an addendum or addenda to this Request for Proposals. If the revisions and amendments are of a nature which require material changes in quantities or prices proposed or both, the date set for the opening of the proposals may be postponed by such number of days as in the opinion of the District will enable Service Providers to revise their proposals to account for such changes. In such cases, the addendum will include an announcement of the new date for opening proposals.

## ERASURES OR CORRECTIONS TO ENTRIES

The proposal documents submitted must not contain any erasures, strikeouts or other corrections of entries that impair accurate interpretation of the entry and/or understanding of the proposal.

If correction of an unintended entry is desired such correction must be clear and legible and clearly authenticated by initials of the person signing the proposal. Unclear or unauthenticated corrections may result in rejection of the proposal at the option of the District.

## WITHDRAWAL OR AMENDMENT OF SUBMITTED PROPOSAL

1. Any proposal that has been submitted may be withdrawn prior to the scheduled time for opening of proposals. A request to withdraw a proposal must be in writing and received by the District prior to the scheduled time for opening of proposals.
2. No amendment, addendum or modification will be accepted after the proposal has been submitted to the District. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to the District prior to the time for opening of proposals.
3. No Service Provider may submit more than one proposal.
4. After the scheduled time for opening of proposals, these proposals may not be withdrawn for ninety (90) days.

## DISTRICT'S RIGHT TO OBTAINING INFORMATION

1. Outside sources. The District reserves the right to obtain from any and all sources information concerning a Service Provider which the District deems pertinent to this Request for Proposal and to consider such information in evaluating the Service Provider's proposal.
2. Inspections. Upon reasonable notice to the Service Provider, the District reserves the right to make on-site inspections of the Service Provider's installations and any proposed permitted assignee's (as provided in the Agreement) facilities which the District deems pertinent and necessary to evaluate the Service Provider's proposal and to consider any information received from such inspection in evaluating the Service Provider's proposal.

## EVALUATION AND AWARD OF CONTRACT

The award of a contract, if made by the District, will be based on the District's assessment of qualifications and desirability of the vendors.

1. Written proposals will be initially screened for completeness. Proposals that are not materially complete, at the District's discretion, will not be evaluated further.

The District reserves the right to reject any written proposal(s) after evaluation if it determines, at its sole discretion, that the vendor(s) cannot meet the District's standards and requirements. This includes, but is not limited to, safety standards, financial condition, and relevant experience.

2. Evaluation of Proposal. It is the intent of the Monrovia Unified School District to award the contract to the most effective solution possible.

As such the following Selection Criteria below will be used. Each category will be rated on a scale of 1 to 10 and weighted as follows:

<b>SELECTION CRITERIA</b>	<b>WEIGHT</b>
Price of E-rate Eligible Services and/or Products	45%
Prior Experience with Vendor	35%
Adherence to bid specifications and bid completion	15%
Local or Instate Vendor	5%
<b>Overall Ranking</b>	<b>100%</b>

# PROJECT SPECIFICATIONS & SCOPE OF WORK

## Technical Requirements

UPS Units shall be from a homogeneous manufacturer and meet the following requirements:

Vertiv Liebert PSI5-1500RT120LI(N) or equivalent

Equivalent is defined as a rack-mounted UPS system that meets the following requirements:

- Models with a height of 2U rack units
- Models with a depth of no more than 17"
- Models with 120v input and 120v output, 1500kVA, 15 AMP
- Must include network card with SNMP monitoring capability
- Lithium Battery
- Monitoring software license if needed for monitoring system

Vertiv Liebert GXT5LI-2000LVRT2UXLN or equivalent

Equivalent is defined as a rack-mounted UPS system that meets the following requirements:

- Models with 120v input and 120v output, 2000kVa, 20 AMP
- Must include network card with SNMP monitoring capability
- Lithium Battery
- Expandable battery option
- Monitoring software license if needed for monitoring system

Model Number	Quantity	Mounting Installation Requirements
Vertiv Liebert PSI5-1500RT120LIN or equivalent	73	<ul style="list-style-type: none"> <li>• 3 units center rack mounted</li> <li>• 68 units shallow cabinet mounted</li> <li>• 2 units floor stand</li> </ul>
Vertiv Liebert GXT5LI-2000LVRT2UXLN or equivalent	24	<ul style="list-style-type: none"> <li>• 19 units center rack mounted</li> <li>• 1 unit wall mounted</li> <li>• 1 unit cabinet mounted</li> <li>• 3 units floor stand</li> </ul>

Power Insight or equivalent

Equivalent is defined UPS monitoring software that meet the following requirements:

- Monitoring system status and alarms for all above mentioned UPS units

Power Emergency Services or equivalent

Equivalent is defined UPS services that meet the following requirements:

- On Site Service Support
- Full-service five (5) year contract term commencing upon the start-up date
- 100% parts coverage, including internal batteries, POD and web card
- 100% labor and travel coverage 7 days/week, 24 hours/day
- 24-Hour Customer Resolution Center
- Access to Customer Services Network portal

## Professional Services Scope of Work

The vendor is expected to meet the following professional services requirements:

**“Turnkey” Installation and Configuration:** All costs associated with the professional services to install and configure the new UPSs including but not limited to:

- a. Any required staging and planning including a high-level schedule direction. The Vendor is expected to develop and maintain a detailed deployment plan and schedule.
- b. Any work performed shall be done after normal operating hours
- c. The removal of all existing UPSs in MDFs and IDFs
- d. The proper electronic waste disposal of the units mentioned above
- e. The installation of all new UPSs in the defined MDFs and IDF including:
  1. Asset tagging each unit (Asset tags to be provided by MUSD)
  2. Documenting site, room/IDF number, serial, MAC, asset tag, designated switch port
  3. Providing all information above in a digitized and legible spreadsheet
- f. The installation of UPS network cards, if not already pre-installed in UPS
- g. The connection of MDF/IDF equipment, such as switches, to the UPS (MUSD will designate ports and configure ports)
- h. The configuration of all UPSs to Vertiv’s Power Insight monitoring software (or the equivalent) per MUSD guidelines
- i. The registration of Power Emergency Services (or the equivalent) if applicable. Vendor will **ENSURE** the service start day is on the day of UPS installation, not before
- j. Providing district staff with an overview and training of hardware and software

### The Service Provider will include in their bid

- A. **Hardware:** All costs necessary to provide the equipment requested above or an equivalent solution. All costs associated with UPS components, mounting hardware, and or accessories needed to complete installation.
- B. **Software:** All costs associated with implementing Vertiv’s Power Insight or equivalent, UPS Monitoring software. (MUSD Staff to provide Virtual Machine on which software is to be installed).
- C. **“Turnkey” Installation and Configuration:** All costs associated with the professional services to install and configure the new UPSs as defined in the Professional Services Scope of Work above

# PROPOSAL FORM

## PRICING SUBMISSION INSTRUCTIONS

Please submit quotations using the attached document titled-“ FY2025\_Monrovia USD\_Equipment List Bid Form”

Goods and services quoted shall be clearly designated as “E-rate Eligible”. Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be “cost allocated” to show the percentage of eligible costs per SLD guidelines. Exact locations to be determined during the installation phase of this project.

Scope includes tax, shipping, delivery, staging, installation of all equipment, and removal of existing equipment. The scope also includes labor, licensing, materials, equipment, removal of existing equipment, vehicles, and tools to complete the work, cleanup, transportation of workers, and transport and disposal of all excess materials and waste off-site. The scope also includes project management tasks and staff needed to perform site visits, obtain field measurements and conditions, and coordinate with others under separate contracts with the District. Attendance at project meetings is to be included in the scope.

## E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with proposal and/or bid response (“Proposal”) in response to this Solicitation (“RFP/RFB/RFQ”).

The Telecommunications Act of 1996 established a fund by which Schools and Libraries (“Applicant” or “Applicants”) across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (“FCC”). Funding is made available upon application approval by the Universal Service Administrative Company (“USAC”), which was established by the Act. The amount of discount is based on the numbers of students eligible to receive free and reduced price meals.

### **1) E-RATE CONTINGENCY**

The project herein [is/may be] contingent upon the approval of funding from the Universal Service Fund’s Schools and Libraries Program, otherwise known as E-rate. Even after award of Agreement(s) and/or E-rate funding approval is approved, the Applicant may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the Applicant .

### **2) SERVICE PROVIDER REQUIREMENTS**

The Applicant expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Service Providers are required to be in full compliance with all current rules and requirements and future rules and requirements issued by the FCC and USAC throughout the agreement period of any Agreement entered into as a result of this RFP/RFB/RFQ.
- b. Service Providers are responsible for providing a valid Service Provider Identification Number (“SPIN”). More information about obtaining a SPIN may be found at this website: <https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/>
- c. Service Providers are responsible for providing a valid Federal Communications Commission Registration Number (“FRN”) at the time the Proposal is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the Proposal is submitted. Any potential Service Provider found to be in Red Light Status must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for termination of the Agreement as it could prohibit the Service Provider from providing E-rate discounts in a timely manner which would cause harm to the Applicant. More information about FCC Red and Green Light Status may be found at this website: [http://www.fcc.gov/debt\\_collection/welcome.html](http://www.fcc.gov/debt_collection/welcome.html)
- e. Products and services must be delivered before billing and E-rate discounting can commence. At no time may the Service Provider invoice before July 1, 2025.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any Agreement and USAC-approved extensions).
- g. Goods and services provided shall be clearly designated as “E-rate Eligible.” Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be “cost allocated” to show the percentage of eligible costs per USAC guidelines.
- h. For Category 2 services, within one (1) week of notification of award, the awarded Service Provider must provide the Applicant a bill of materials using a completed and most current and appropriate version of USACs “Bulk Upload Template” (formerly known as the Item 21 attachment) located at <https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/>. Subsequent schedules of values and invoices must match the Bulk Upload Template and approved Funding Request Line Items or subsequent approved service substitutions. If the service provider’s proposal consisted of pricing per eligible location, a summary sheet and summary Bulk Upload Template must be provided to describe the cumulative amount for all sites.**
- i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

j. The awarded Service Provider is required to send copies of all forms and invoices to the Applicant prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the Applicant placing the vendor on an "Invoice Check" with the USAC: <https://www.usac.org/e-rate/applicant-process/invoicing/invoice-check/>.

k. Service providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.

l. Service providers must not propose any equipment or services produced or provided by companies, their parents, affiliates, and subsidiaries, found to pose a national security threat to the integrity of communications networks or the communications supply chain as required by FCC rules. See <https://www.usac.org/about/reports-orders/supply-chain/>. Any proposed solution including Covered Equipment or Services as defined by the FCC will be disqualified. If, after award of the project it is found Covered Equipment or Services are included, the award and/or Agreement will be considered to be null and void. See <https://www.fcc.gov/supplychain> for further information on FCC requirements.

m. SPAM and/or robotic responses will not be considered valid Proposals and will be disqualified from consideration.

n. Any Service Provider proposals identifying contingency fees such as allocations for change orders, tariffs, or other speculative fees not specifically called out for in the scope and/or terms of the RFP/RFB/RFQ will automatically be included in the Proposal price and subject to evaluation unless otherwise specified in the RFP/RFB/RFQ. Contingency fees not pre-approved by the Applicant will not be allowed.

### **3) SERVICE PROVIDER ACKNOWLEDGEMENTS**

a. The Service Provider acknowledges that no change in the products and/or services specified in its proposal will be allowed without prior written approval from the Applicant and a USAC service substitution approval with the exception of a Global Service Substitutions. See <https://www.usac.org/e-rate/applicant-process/before-youre-done/service-substitutions/>.

b. The Service Provider acknowledges that all pricing and technology infrastructure information in its Proposal shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Service Providers found not to be providing Lowest Corresponding Price (LCP) may be required to repay any identified overcharges to USAC. The Service Provider acknowledges that LCP is solely the service provider's responsibility and it will

not hold the Applicant liable, or seek reimbursement from any applicant, for any appeals, commitment adjustments or funding recoveries.

d. The Service Provider attests that its offer does not violate the FCC's Supply Chain certifications included in the FCC Form 473. Supply Chain requirements and certifications can be viewed at USAC's Website: <https://www.usac.org/about/reports-orders/supply-chain/>.

e. This offer is in full compliance with USAC's Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The Service Provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

#### **4) STARTING SERVICES/ADVANCE INSTALLATION**

##### **Early Funding Conditions**

##### **Category 2**

There are two conditions that allow USAC to provide support in a funding year for Category 2 Internal Connections (equipment and services) incurred prior to that funding year.

- *Applicants may seek support for Category 2 eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#)), released July 23, 2014).

It is important to note NO FCC FORM 474 INVOICING can take place before the Funding Commitment Decision Letter is issued, the FCC Form 486 is approved, and/or prior to July 1 of the funding year.

#### **5) INVOICING**

a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the FCC Form 474 Service

Provider Invoice (SPI). The Applicant will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (FCC Form 472). The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Funding Request Number ("FRN") and associated FRN Line Items and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from USAC and submission, certification and USAC approval of FCC Form 486, the Applicant shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the Applicant decide that it is in the best interest of the Applicant to file an FCC Form 472, the Applicant will inform the Service Provider of its intent.

b. The Service Provider agrees that it will not invoice USAC for equipment or services that have not been delivered to and accepted by the Applicant and installed. If equipment is being drop-shipped to the Applicant and the Applicant is responsible for installing the equipment, the Service Provider may not invoice USAC until equipment is received and accepted by the Applicant.

c. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the Applicant will only be responsible for paying its non-discounted share.

## **6) FCC/USAC AUDITS**

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. The Service Provider hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP/RFB/RFQ for ten (10) years after final payment. The Applicant, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Service Provider and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

**7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES AND AGREEMENT TERM**

During the term of any Agreement resulting from this RFP/RFB/RFQ, the Applicant may elect to procure additional or like goods and/or services offered by the Service Provider t. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the Applicant's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The Applicant shall not enter into a separate Agreement for said goods or services. Service Providers must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of GigaKOM (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature:  Title: Hadi Nasr

Phone Number: 858-769-5408 Ext :5527 Email: hadinasr@gigakom.com

Service Provider Name: GigaKOM

Service Provider FCC Registration Number: 0011991395

Service Provider Identification Number: 143027209

## ACKNOWLEDGEMENT OF ADDENDA

In submitting this Proposal, the undersigned Service Provider acknowledges receipt of all Addenda issued by or on behalf of the District, as set forth below. The Service Provider confirms that this Proposal incorporates and is inclusive of, all items or other matters contained in Addenda.

Initial **only one** of the following:

  x   Addenda Numbers   1  ; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_ were received, acknowledged (initial if applicable) and incorporated into this Proposal.

**OR**

\_\_\_\_\_ No Addenda Issued (initial if applicable)

### **Additional Information:**

**Notices.** All notices or other correspondence shall be addressed to the District and the Service Provider at their respective addresses set forth herein. Notices shall be effective only if in writing and in conformity with the requirements for service of notices set forth in the Contract Documents.

**Confirmation of Figures.** By submitting this Proposal, the Service Provider confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Service Provider in preparing and submitting this Proposal.

**Acknowledgment and Confirmation.** The undersigned Service Provider acknowledges its receipt, review and understanding of the Specifications and other Contract Documents pertaining to the proposed Work. The undersigned Service Provider certifies that the Contract Documents are, in its opinion, adequate, feasible and complete for providing and performing the Work in a sound and suitable manner for the use specified and intended by the Contract Documents. The undersigned Service Provider certifies that it has, or has available, all necessary equipment, personnel, materials, facilities and technical and financial ability to complete the Work for the amount RFP herein within the Contract Time and in accordance with the Contract Documents. The undersigned Service Provider certifies that its RFP amount includes funds sufficient to allow the Service Provider to comply with all applicable local, state and federal laws and regulations governing the labor and services to be provided for the performance of the Work of the Contract and shall indemnify, defend and hold District harmless from and against any and all claims, demands, losses, liabilities and damages arising out of or relating to Service Provider's failure to comply with applicable law in this regard.

**Print Name(s) of Service Provider(s) & License Number**

By: \_\_\_\_\_  
Authorized Officer or Agent

By: Hadi Nasr , Contractor's License #: C-7, 910431  
Authorized Officer or Agent

\_\_\_\_\_  
Title

Inside Account Manager at GigakOM  
Title

This form must be completed and submitted with your proposal



(Corporate Seal)

**NOTE:** *If Service Provider is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if Service Provider is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if Service Provider is an individual, his signature shall be placed above, pursuant to the Instruction for Service Providers Section 1.03. All signatures must be made in permanent, original blue ink*

# NON-COLLUSION STATEMENT

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

I, Hadi Nasr being first duly sworn, deposes and says that  
I (Typed or Printed Name)  
am the Inside Account Manager of GigaKOM, the  
party (Title) (Service Provider Name)  
submitting the foregoing RFP Proposal (the "Service Provider"). In connection with the foregoing  
RFP Proposal, the undersigned declares, states and certifies that:

- 1.1 The RFP Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
- 1.2 The RFP Proposal is genuine and not collusive or sham.
- 1.3 The Service Provider has not directly or indirectly induced or solicited any other Service Provider to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Service Provider or anyone else to put in sham proposal, or to refrain from submitting a proposal.
- 1.4 The Service Provider has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the RFP price, or that of any other Service Provider, or to fix any overhead, profit or cost element of the RFP price or that of any other Service Provider, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
- 1.5 All statements contained in the RFP Proposal and related documents are true.
- 1.6 The Service Provider has not, directly or indirectly, submitted the RFP price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham RFP.

Executed this 12th day of January, 20 25 at San Diego, California  
(City, County and State)

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

  
Signature

9245 Activity Road Suite 105  
(Address)

Hadi Nasr  
Name Printed or Typed

San Diego, CA , 92126  
(City, County and State)

( 858)769-5408 Ext :5527  
(Area Code and Telephone Number)

This form must be completed and submitted with your proposal

# CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700:

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

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.
- (c) \* \* \* \* \*

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

NAME Hadi Nasr

TITLE Inside Account Manager

SIGNATURE 

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

This form must be completed and submitted with your proposal

# ACKNOWLEDGMENT OF BIDDING PRACTICES REGARDING INDEMNITY

TO: Monrovia Unified School District

RE: RFP M-25-202 MUSD UPS REFRESH FY2025

Please be advised that with respect to the above-referenced PROJECT the undersigned Service Provider on behalf of itself and all subcontractors hereby waives the benefits and protection of Labor Code Section 3864, which provides:

“If an action as provided in this chapter is prosecuted by the employee, the employer, or both jointly against the third person results in judgment against such third person, the employer shall have no liability to reimburse or hold such third person harmless on such judgment or settlement in the absence of a written agreement to do so executed prior to the injury.”

This Agreement has been signed by an authorized representative of the contracting party and shall be binding upon its successors and assignees. The undersigned further agrees to promptly notify the DISTRICT of any changes of ownership of the contracting party or any subcontractor while this Agreement is in force.

GigaKOM

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Contracting Party

Hadi Nasr, Inside Account Manager

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Name of Agent/Title

This form must be completed and submitted with your proposal.

# CERTIFICATE OF A DRUG-FREE WORKPLACE

Pursuant to the requirements mandated by California Government Code Section 8350 et seq, or the “Drug Free Workplace Act of 1990”, this certification form is required of all successful Service Providers for contracts or grants awarded by a State Agency. By signing this certification, the Contracting firm agrees that a Drug-Free Workplace will be established by performing the actions described below:

1. Publishing a statement, notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person’s or the organization’s workplace. The statement must specify what actions will be taken against the employee for violations of the prohibition;
2. Establishment of a Drug-Free Awareness Program to inform employees of:
  - a) The dangers of drug abuse in the workplace;
  - b) The organization’s policy of a Drug-Free Workplace;
  - c) The availability of drug abuse counseling, rehabilitation, and employee assistance programs; and
  - d) The penalties that may be imposed on employees for drug abuse violations
3. Requirement that each employee engaged in the performance of the contract of grant be given a copy of the statement outlined above in section 1, and that as a condition of employment on the contract or grant, the employee agrees to abide by the conditions of the aforesaid statement.

I, the undersigned, as an authorized representative of GigaKOM,  
(Company Name)

agree that all the requirements of the “Drug-Free Workplace Act of 1990” will be adhered to and that a Drug-Free Workplace will be established. I also understand that if it is determined that I have made a false certification, or violated this certification by failing to meet any requirements of the Act, the contract established by RFP M-25-202 is subject to termination, suspension of payments, or both. Furthermore, I understand that a violation of the terms of the “Drug-Free Workplace Act of 1990” can result in disbarment in accordance to the provisions of California Government Code Section 8350 et. seq.

HMM

(Original Signature in Blue or Black Ink)

1 / 12 / 2025  
(Today’s Date)

GigaKOM

(Company Name)

This form must be completed and submitted with your proposal

# CERTIFICATION REGARDING ALCOHOL AND TOBACCO FREE CAMPUS

I, Hadi Nasr, an authorized officer of GigaKOM,  
(Print or Type Name) (Company Name)

agree to comply with the Alcohol and Tobacco Free Campus Policy as established by Monrovia Unified School District. I certify that no employee of our firm, nor any subcontracting firm, will use alcohol or tobacco products at any time, on or within any District owned or leased buildings, property, or vehicles. Furthermore, I certify that signs stating “Alcohol and Tobacco Use is Prohibited” will be purchased and prominently displayed at all entrances to school property in accordance with the policy of Monrovia Unified School District.



\_\_\_\_\_  
(Original Signature in Blue or Black Ink)

1 / 12 / 2025  
(Today's Date)

Hadi Nasr

\_\_\_\_\_  
(Print or Type Name)

Inside Account Manager

\_\_\_\_\_  
(Title)

This form must be completed and submitted with your proposal

# CERTIFICATION OF EMPLOYEE CRIMINAL BACKGROUND CHECKS

I, Hadi Nasr, certify that one of the following has been performed:  
(print or type name)

1. Pursuant to California Education Code Section 45125.1 criminal background checks, through the California Department of Justice, have been performed for all employees that will provide services to the Monrovia Unified School District upon award of a contract for **RFP M-25-202 MUSD UPS REFRESH FY2025**, and that no employee have been found to be convicted of serious or violent felonies as specified in California Penal Code Sections 667.5(c) and 1192.7(c).


Furthermore, attached to our RFP proposal, is a list of the names of employees who may come into contact with pupils.

Or

2. Pursuant to California Education Code 45125.1, the safety of the pupils will be ensured by one of the following methods:

- a) The installation of a physical barrier at the worksite that will limit contact with pupils;
- b) Continual supervision and monitoring of all employees by an individual whom the California Department of Justice has ascertained has not been convicted of a violent or serious felony as defined in California Penal Code Sections 667.5(c) and 1192.7(c).

I declare, under penalty of Perjury under the Laws of the United States, that the foregoing is true and correct.

  
(Original Signature in Blue or Black Ink)

1 / 12 / 2025  
(Today's Date)

Hadi Nasr  
(Printed or Typewritten Name)

Inside Account Manager  
(Title)

This form must be completed and submitted with your proposal


# E-RATE CERTIFICATION

I, Hadi Nasr, certify that GigaKOM, is a  
(Print or Type Name) ( Company Name)

Service Provider as defined by the E-Rate Program and has not been suspended or disbarred from participating by the Federal Communications Commission. Our SPIN # is 143027209, and we have operated under this SPIN for 23 years.

I also certify to the acceptance of the following:

1. All information necessary to respond to any PIA (Program Integrity Assurance), Item 25 Selective Review, or Audit performed by the FCC, the SLD, or their designated authority, will be furnished completely and in a timely manner sufficient to meet the any response deadlines;
2. In the event an appeal is necessary, all information necessary to complete the appeal will be furnished completely and in a timely manner to the Monrovia Unified School District, its attorney(s), or authorized agent;
3. Any contract awarded based upon **RFP M-25-202 UPS REFRESH FY2025** is contingent upon the receipt of a Funding Commitment Decision Letter (FCDL) from the SLD that awards the requested discounts in full. In the event that partial funding or no funding is granted, the District reserves the right to cancel the contract in whole or in part or to move forward without E-Rate approval.
4. The District will be invoiced for the only the matching funds portion, and it our responsibility, as the E-Rate Service Provider, to invoice the SLD for the remaining “non-discount” portion. This billing method is known as the SPI (Service Provider Invoice) method;
5. In the event the Monrovia Unified School District wishes to perform a SPIN change, as afforded by the COPAN decision, permission will be granted within the contract terms, provided 14 days prior written notice is given.

  
(Original Signature)

1/12/2025  
Today's Date

Hadi Nasr  
(Print or Type Name)

Inside Account Manager  
(Title)

This form must be completed and submitted with your proposal

## SERVICE PROVIDER REFERENCES AND RESPONSIBILITY INFORMATION

1. The District expressly reserves the right to reject the proposal of any Service Provider who, upon investigation, has been determined to fail to complete similar contracts in a timely fashion or in a satisfactory manner. Such rejection would, if applicable, be based upon the principle that the Service Provider is "non-responsible" and poses a substantial risk of being unable to complete the work in a cost-effective, professional and timely manner.
  
2. In performing the above-described responsibility determination, the District reserves the right to utilize all possible sources of information in making its determination, including but not limited to: inquiries to regulatory state Boards and agencies; Dun and Bradstreet credit reports, inquiries to companies and public entities for which the Respondent has previously performed work, reference checks and examination of all public records.
  
3. The Service Provider must also demonstrate knowledge of school construction techniques and should possess a working ability to perform similarly-sized construction work for a public agency. This knowledge and ability shall be shown by furnishing the names, current phone numbers, and addresses, points of contact and scope of work of at least five (5) customers served within the past three (3) years with requirements similar to the needs of the Monrovia Unified School District.

FAILURE TO FURNISH THE REFERENCES *(IN THE COMPLETE FORMAT REQUIRED)* MAY CAUSE YOUR PROPOSAL TO BE REJECTED AS NON-RESPONSIVE.

EXAMPLE: Your references should be listed in the following format (facts are example only)

Organization's Name	Work for Beverly Hills USD
Telephone Number	(213) 123-4567
Address	100 Hollywood Dr, Los Angeles, CA 90210
Point of Contact	Doc Hollywood
Type of Contract	Cisco Meraki MX450 Installation
Contract Term (From – To)	1999
Contract Amount	\$1.2 Million

**Reference #1**

Organization's Name	Calexico Unified School District
Telephone Number	760-768-3888
Address	901 Andrade Ave,Calexico, CA,92231.
Point of Contact	Eduardo Perez
Type of Contract	Central data center and IP video surveillance design and installation, server virtualization, LAN/WLAN upgrades, cabling infrastructure, network maintenance.
Contract Term (From – To)	2023
Contract Amount	Over \$2,400,000.00

**Reference #2**

Organization's Name	Schools In Action
Telephone Number	(323) 266-4371
Address	745 S. Kern Ave., Los Angeles, CA 90022
Point of Contact	Stephanie Conde
Type of Contract	LAN/WLAN upgrades, cabling infrastructure, network maintenance
Contract Term (From – To)	2023
Contract Amount	Over \$375,000.00

**Reference #3**

Organization's Name	Chula Vista Elementary School District
Telephone Number	(619) 425-9600 x1483
Address	84 East J Street,Chula Vista , CA 91910
Point of Contact	Ann-Marie Pering
Type of Contract	LAN/WLAN upgrades, cabling infrastructure, network equipment and maintenance
Contract Term (From – To)	2024
Contract Amount	Over \$2,000,000.00

# SERVICE PROVIDER QUESTIONNAIRE

The Service Provider shall furnish all the following information accurately and completely. Failure to comply with this requirement will render the proposal informal and may cause its rejection. Additional sheets may be attached if necessary. "You" or "Your" as used herein refers to the Service Provider's firm and any of its owner, officers, directors, shareholders, parties or principals. District has discretion to request additional information. Omission of any material information is grounds for disqualification, or deeming a proposal to be non-responsive.

- a. Name of Service Provider GigaKOM
- b. Have you or any of your principals ever been licensed under a different license number? NO  
Response must include information pertaining to principals' association outside of the firm. If yes, give name and license number.

c. Names and titles of all principals of the firm:

<u>Andrej Komantina</u>	<u>CEO</u>
_____	_____
_____	_____
_____	_____

- d. Number of years as a Service Provider in this type of work: 22
- e. How many years' experience has your firm provided UPS Installation, Configuration and Service to school districts?

22 years

- f. Has your firm or any of its principals defaulted so as to cause a loss to a surety? NO

Response must include information pertaining to principals' associated outside of the firm submitting a proposal.

If the answer is "Yes," give dates, names and address of surety and details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. Have you or any of your principals been assessed damages for any project in the past five years? Response must include information pertaining to principals' association outside of the firm submitting a proposal. NO

If yes, explain:

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h. Have you or any of your principals been in litigation or arbitration or dispute of any kind on a question or questions relating to project(s) during the past five years? Response must include information pertaining to principals' association outside of the firm submitting a proposal. NO  
If yes, provide name of public agency/organization and details of the dispute:

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i. Have you or any of your principals ever failed to complete a project in the last five years? Response must include information pertaining to principals' association outside of the firm submitting a proposal. NO If so, give owner's name and details:

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j. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? NO If so, please elaborate.

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k. This project requires the payment to all employees of prevailing wages as determined by the California Department of Industrial Relations; and that the Service Provider is familiar with the provisions contained in California Labor Code Sections 1720-1861, and Title 8, California Code of Regulations, Sections 16000-16403, and with the requirements and obligations (including record keeping and employment of apprentices) imposed by those sections on all contractors and subcontractors who perform work on public works projects.

i. During the last five (5) years was your firm required to pay either back wages or penalties for your own firm's failure to comply with the State's prevailing wage laws? (Note: This question refers only to your own firm's violation of prevailing wage laws, not to violations by a subcontractor.)  Yes  No

If "yes," on separate signed sheet of paper, identify the violation by providing the project name, date of the violation, name of the entity(ies), a brief description of the nature of the violation, and a brief description of the status of the violation (pending, or if resolved), and a brief description of the resolution.

ii. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any Public Works Project for which you are awarded a contract by Monrovia Unified School District.

N/A

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l. This project requires thorough knowledge of the financial and legal requirements of E-Rate.  
a. Are you willing to invoice the District at the E-Rate approved discount percentage, with the remainder directly to the SLD, pending District certification for services performed?

Yes  No

b. Has your firm been involved in any State or Federal investigation related to direct or indirect participation in instances of funds being misapplied, mismanaged or violations of law, rules, or regulations by support mechanism participants or service providers?

Yes  No

c. Does your firm possess a valid FCC regulation number and Service Provider Identification Number (SPIN)?

Yes  No

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing Service Provider References and Responsibility Information is true and correct.

Executed this 12th day of January, 2025, at San Diego, State of California

Service Provider Name

GigaKOM

Date

1/12/2025

Signature



Phone Number

858-769-5408 Ext :5527

Printed Name

Hadi Nasr

Title

Inside Account Manager

Street Address

9245 Activity Road Suite 105 San Diego, CA 92126

Fax Number

858-565-2453

E-Mail

hadinasr@gigakom.com

All pages of this form must be completed and submitted with your proposal package.



## INTERNAL CONNECTIONS and/or BASIC MAINTENANCE CONTRACT ERATE 2025

THIS AGREEMENT is made and entered into this February 26, 2025, in the County of San Diego, State of California, by and between GigaKOM, a California corporation, with its principal place of business in San Diego, California hereafter "GigaKOM" and Monrovia Unified School District hereinafter called the "School."

The following recitals are made part of this Category 2 Internal Connections Contract, hereafter Agreement:

WHEREAS, the School is pursuing E-Rate discounts to help fund the Technology Project(s) identified as Attachment A and incorporated by reference herein and

WHEREAS, the School has determined that there is a need to contract with organizations that furnish Internet products and services in technology and

WHEREAS, GigaKOM represents that it will provide trained and experienced personnel to provide such Internet equipment and services set forth called for by this Agreement and

WHEREAS, the School has determined that it needs to enter into this Agreement with GigaKOM for the Internet products, services, and advice described herein;

NOW THEREFORE, it is mutually agreed by the parties herein as follows:

**Article 1. Contract with GigaKOM:** The School hereby contracts with GigaKOM to provide the necessary products, services, and advice as hereinafter set forth, contingent upon the School receiving approval of its E-Rate funding request.

**Article 2. GIGAKOM's Services:**

(a) GigaKOM hereby agrees to provide the following equipment and services set forth to the satisfaction of the School and described in Attachment A and Attachment B if applicable.

(b) GigaKOM warrants that the recommendations, guidance, and performance of any person assigned under this Agreement shall be in accordance with sound engineering (technical practice and/or Internet access and maintenance standards), and the requirements of this Agreement. If any portion of the services supplied fails to comply with this warranty, and GigaKOM is so notified in writing within thirty (30) days after completion of this Agreement, GigaKOM will correctly perform such portion of the services at its own expense, within ninety (90) days or refund the amount of the compensation paid for such portion.

**Article 3. Time of Performance and Term of Agreement:** The services called for under this Agreement shall be provided by GigaKOM during the period commencing after **April 1st, 2025** and ending upon completion of the project, but in no event later than the end of the ERATE **2025** Funding Year unless otherwise agreed upon in writing, executed by both parties. GigaKOM can proceed with the project before **July 1st, 2025** on the condition that the project is funded by USAC since the school is seeking SPI billing form. GigaKOM will invoice USAC on or after **July 1st, 2025** but the school portion should be paid upon hardware/software/services delivery (NET15).

Basic Maintenance Contract can be extended by five (5) additional one (1) year contract extensions based on mutual Agreement by both parties.

Internal Connection Contract can be extended by two (2) additional one (1) year contract extensions based on mutual Agreement by both parties.

**Article 4. GigaKOM's Fee:** The School shall pay GigaKOM for providing all equipment rates/pricing established by Attachment A. This Agreement is considered to be a "fixed price" contract with any related expenses, such as travel and photocopying, to be billed at cost. The total estimated contract amount is based on Attachment A. Any rates and estimates should be considered a good faith estimate based on the information received through the contract date. Any additional work required will be submitted in writing for approval on a time and materials basis. Unknown factors and/or additional requirements and tasks may require pricing adjustments. Any reduction in the quantity of components and services may result in unit price increases of individual components. Additionally, any reduction and or removal of services may result in 15% penalty for services not performed.

**Article 5. Payments:** School will be invoiced in progress invoices for equipment delivered and services rendered. All invoices are due and payable upon receipt. Payments should be remitted to:

GigaKOM  
Attn: Accounting  
9245 Activity Road, Suite 105  
San Diego, CA 92126

GigaKOM will invoice the School's non-discounted amount based on its ERATE discount. The School will be liable should the SLD deny payment on ordered items or services previously approved. A service charge of 18% per annum (1 1/2% per month) will be added monthly to all accounts more than 15 days overdue. The School will pay reasonable attorney's fees and other collections costs in the event that GigaKOM has to enforce payment.

For Basic Maintenance Contracts at the District's discretion and in accordance with the rules of the SLD for broadband managed services, the district may opt to pre-pay for this Agreement. In such a case, the District and GigaKOM will monitor the hours used on the contract to ensure no funds are overpaid. In case of SLD denial of payment of any portion of this contract, School will be responsible for paying 100% of unpaid balance.

**Article 6. Employee Benefits:** GigaKOM shall be responsible for all salaries, payments, and benefits for all of its officers, agents, and employees in performing services pursuant to this Agreement as GigaKOM is a vendor to said School.

**Article 7. Worker's Compensation Insurance:** GigaKOM agrees to produce and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the School by a Bonafede employee of GigaKOM participating under this Agreement, GigaKOM agrees to defend and hold harmless the School from such claim, and pay for, or reimburse the School for, any costs incurred by the School in defending against such claims, including but not limited to all of the School's attorneys fees and any other legal costs.

**Article 8. Insurance:** GigaKOM shall, at its expense, carry and if required by the School, provide written proof of adequate insurance to fully protect both GigaKOM and the School from any and all claims of any nature for damage to property or for personal injury, including death, which may arise while GigaKOM is traveling to or from a work-related location.

**Article 9. Confidentiality and Use of Information:**

- (a) GigaKOM shall hold in trust for the School, and shall not disclose to any person, any confidential information.
- (b) The School shall keep confidential information which is related to GigaKOM's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- (c) GigaKOM shall advise School of any and all materials used, or recommended for use by GigaKOM to achieve the project goals, that are subject to any copyright restrictions or other requirements.

**Article 10. Administrator of Agreement:** This Agreement shall be administered on behalf of the School. Any notice desired or required to be sent to a party hereunder shall be addressed to:

For School:  
MONROVIA UNIFIED SCHOOL DISTRICT  
325 E. HUNTINGTON DRIVE  
MONROVIA, CA 91016

\_\_\_\_\_

For GigaKOM:  
GigaKOM  
Attn: Contract Department  
9245 Activity Road, Suite 105  
San Diego, CA 92126  
Tel: 858-769-5408

**Article 11. Ownership of Work-Product:** All products of work performed pursuant to this Agreement will be the sole property of the School except GigaKOM's proprietary information/products. The Vendor may request written consent from the District to use the District's name along with a description of the services provided under this agreement for promotional literature or otherwise as an example of the work provided by Vendor. The Vendor shall not use the District's name without first obtaining prior written consent which shall not be unreasonably denied by the District.

**Article 12. Termination:** The School or GigaKOM may terminate this Agreement only if ERATE funding by Schools and Libraries Division is denied. Notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. If the Agreement is terminated by the School as provided in this section, GigaKOM shall be entitled to receive compensation for any equipment delivered and any satisfactory work completed up to the receipt by GigaKOM of notice of termination and the effective date of termination pursuant to specific request by the School for the performance of such work.

**Article 13. Status of GigaKOM:** It is agreed that School is interested only in the results obtained from service hereunder and that GigaKOM shall perform as a supplier/vendor with sole control of the manner and means of performing the services required under this Agreement. GigaKOM shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of GigaKOM and which shall not be subject to control or supervision by the School except as to the results of the work. GigaKOM is, for all purposes arising out of this Agreement, a supplier/vendor, and neither GigaKOM nor its employees shall be deemed an employee of the School for any purpose. It is expressly understood and agreed that GigaKOM and its employees shall in no event be entitled

to any benefits to which School employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation worker's compensation benefits, sick or injury leave, or other benefits. The District has the right to oversight of the work that is being done and bring any concerns up to the GigaKOM project manager. The project manager can address these concerns with the GigaKOM employees and direct them as such.

**Article 14. Attorney's Fees:** If suit is brought by either party to this Agreement to enforce any of its terms, each party shall pay its own litigation expenses incurred by the prevailing party, including attorneys' fees, court costs, expert witness fees, and investigation expenses. The forum for any disputes hereunder shall be the Superior Court of the State of California, County of San Diego, and all interpretations of all shall be those under the laws of the State of California.

**Article 15. Assignment:** No portion of this Agreement or any of the work to be performed hereunder may be assigned by GigaKOM without the express written consent of School, and without such consent all services hereunder are to be performed solely by GigaKOM, its officers, agents and employees.

**Article 16. Alternations or Variance:** No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the parties hereto.

**Article 17. A. B. 1610:** If GigaKOM personnel are in contact with students on a more than limited or occasional basis as determined by the School, GigaKOM, upon written notification, agrees to provide the School with: written certification under penalty of perjury that all of its employees who may come in contact with students have been, fingerprinted and had their criminal histories checked by GigaKOM and that none of these employees have been convicted of a serious or violent felony. This contract may, at the School's discretion, be immediately terminated in the event GigaKOM fails to comply with this law.

**Article 18. Contingency of ERATE Funding.** GigaKOM understands that purchase of the goods and services identified in Attachment A is based upon ERATE funding being approved for the School. Should such funding be denied, the School will have no obligation to purchase any items or services listed, however GigaKOM will continue to offer the goods and services as the prices listed. School has the option to purchase 0 or more of the items listed in Attachment A based on current SLD guidelines.

**Article 19. Basic Maintenance Details.** The services provided under this E-Rate Contract, which include Basic Maintenance elements, shall be limited to "basic maintenance services" as defined by the FCC's current E-rate rules. In general, this service will be limited to the provision of "break/fix" and preventive hardware maintenance, and of software updates and reconfigurations for E-rate eligible equipment. Other technical support services required by the School will be covered by a separate Technical Support Contract which will include: (a) any maintenance of ineligible equipment; and (b) any technical support that is over an above E-rate defined "basic" maintenance of eligible equipment.

#### GENERAL EXCLUSIONS

- Unless identified previously within the scope of work, this proposal is not inclusive of fire penetration sleeves, conduit, concrete cores and/or roof penetrations. If required for installation, additional charges will apply.
- Unless identified previously within the scope of work, Gigakom will install racks in specified locations and in the appropriate manner. Additional charges will apply if the location is not structurally compliant with the installation requested and facilities work is needed.
- Unless identified previously within the scope of work, all existing conduit is expected to be free and clear of debris with an appropriate pull string provided. Additional charges will apply for debris removal or the fishing of conduit.
- Unless identified previously within the scope of work, this proposal is not inclusive of the removal and replacement of furniture during the installation; additional charges will apply if necessary.

- Unless identified previously within the scope of work, this proposal is based upon normal working hours and does not include weekends or overtime. Additional charges will apply if weekend or overtime hours are required for this project.
- Unless identified previously within the scope of work, this proposal is not inclusive of a Lift rental. If a Lift is required, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is not inclusive of additional labor time required for clean room environments. Additional charges will apply if clean room environments require special clothing, cleaning of tools, etc.
- Unless identified previously within the scope of work, this proposal is not inclusive of installing horizontal cable in a “sequential-by-building” fashion. If a “sequential-by-building” installation is required, this must be identified prior to cable installation and will require additional charges.
- Unless identified previously within the scope of work, this proposal is not inclusive of any voice or data cross-connects and/or patch cord installation. If cross-connects and/or patch cords are to be installed by Gigakom, additional charges will apply.
- Unless identified previously within the scope of work, this proposal does not include any and all plywood backboards within each closet. If plywood backboards are required, additional charges will apply.
- Unless identified previously within the scope of work, parking costs are not included in this proposal. If parking fees are required during the installation, additional charges will apply.
- Unless identified previously within the scope of work, this proposal does not include the cost associated with securing material on site. If the Customer cannot provide adequate secured storage, additional charges will apply.
- Unless identified previously within the scope of work, this proposal is based upon utilizing onsite trash receptacles for removal of trash debris. If trash receptacles are not made available, additional charges will apply.
- This proposal requires a minimum of 2 weeks’ notice of installation for any and all modular furniture installed during this project. Additional charges may apply if notice of less than 2 weeks is provided.
- Unless identified previously within the scope of work, this proposal is based upon the Customer providing all necessary Ring and String or Conduit necessary for each work station location. Additional charges will apply to each location requiring Gigakom to provide a ring, string, or conduit.
- Unless identified previously within the scope of work, this proposal is not inclusive of Gigakom providing temporary power or sanitary facilities. Additional charges will apply if required.
- Unless identified previously within the scope of work, this proposal is not inclusive of removing any and all existing cable or cable supports. Additional charges will apply if required.
- Telephone Vendor will be responsible for labeling any and all patch panels related to voice circuit extensions. GigaKOM will provide said Telephone Vendor with a Cut-Sheet for each cable location.
- A 25% restock fee will be charged for all returned items. Special order items are non-returnable.
- GigaKOM has several blanket endorsements included in its insurance policies. If separate endorsements are required, additional charges may apply.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date hereinabove first written.

GIGAKOM

Hadi Nasr

GigaKOM Representative



Authorized Signature

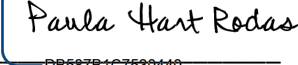
2/26/2025

DATE

Monrovia Unified School District

Dr. Paula Hart Rodas

School Representative



Authorized Signature

2-26-25

DATE

## ATTACHMENT A

### School ERATE Scope of Work

- Pricing is based on volume pricing, and any changes may result in price changes and additional shipping charges
- Project performance and payment bond might not be included in the price, if requested, they will be added as a line item on the total awarded amount
- GigaKOM recommends a 10% contingency for a project for any unforeseen add, moves and changes.

***The items covered by this Agreement are listed in the RFP, GigaKOM's Proposal and Response, Quotation and item 21.***

- Please see below scope of work and pricing pages for RFP# M-25-202

## Professional Services Scope of Work

The vendor is expected to meet the following professional services requirements:

**“Turnkey” Installation and Configuration:** All costs associated with the professional services to install and configure the new UPSs including but not limited to:

- a. Any required staging and planning including a high-level schedule direction. The Vendor is expected to develop and maintain a detailed deployment plan and schedule.
- b. Any work performed shall be done after normal operating hours
- c. The removal of all existing UPSs in MDFs and IDFs
- d. The proper electronic waste disposal of the units mentioned above
- e. The installation of all new UPSs in the defined MDFs and IDF including:
  1. Asset tagging each unit (Asset tags to be provided by MUSD)
  2. Documenting site, room/IDF number, serial, MAC, asset tag, designated switch port
  3. Providing all information above in a digitized and legible spreadsheet
- f. The installation of UPS network cards, if not already pre-installed in UPS
- g. The connection of MDF/IDF equipment, such as switches, to the UPS (MUSD will designate ports and configure ports)
- h. The configuration of all UPSs to Vertiv’s Power Insight monitoring software (or the equivalent) per MUSD guidelines
- i. The registration of Power Emergency Services (or the equivalent) if applicable. Vendor will **ENSURE** the service start day is on the day of UPS installation, not before
- j. Providing district staff with an overview and training of hardware and software



9245 Activity Road, Ste 105  
San Diego, CA 92126

# QUOTE

**Customer** Monrovia Unified SD

**Date Quote #** 1/13/2025  
H11440EA

School Site	Product SKU #	Mftr	Product Description	E Rate Eligible	E Rate Ineligible	Qty	Price	Extended	Tax Amount	Total
MONROVIA UNIFIED SCHOOL DISTRICT	PSI5-1500RT120LIN	Vertiv Liebert	UPS 1500VA/1350W 120V Line Interactive AVR with SNMP CARD	100%	0	73	\$1,326.00	\$ 96,798.00	\$9,921.80	\$ 106,719.80
MONROVIA UNIFIED SCHOOL DISTRICT	GXT5LI-2000LVRT2UXLN	Vertiv Liebert	UPS Liebert GXT5LI-2000LVRT2UXL 2000VA/1800W 120V Rack/Tower	100%	0	24	\$2,417.40	\$ 58,017.60	\$5,946.80	\$ 63,964.40
MONROVIA UNIFIED SCHOOL DISTRICT	PEPPSI-1500LI5Y	Vertiv	5-Year On-site Emergency Coverage - Only - 5 years	100%	0	73	\$138.72	\$ 10,126.56	\$0.00	\$ 10,126.56
MONROVIA UNIFIED SCHOOL DISTRICT	PEPGXTLI-1K3K5YR	Vertiv	5-Year On-site Emergency Coverage - Only - 5 years	100%	0	24	\$430.44	\$ 10,330.56	\$0.00	\$ 10,330.56
MONROVIA UNIFIED SCHOOL DISTRICT	Power Insight	Vertiv	Monitoring System status and alarms			97	\$0.00	\$ -	\$0.00	Free
MONROVIA UNIFIED SCHOOL DISTRICT	2POSTRMKIT	Vertiv	2U Front flush or center mount 2 post rack mounting kit; 4 piece design	100%	0	22	\$129.54	\$ 2,849.88	\$292.11	\$ 3,141.99
MONROVIA UNIFIED SCHOOL DISTRICT	WMBKT2U	Vertiv	Wall-mount bracket for 2U UPS, black	100%	0	1	\$119.34	\$ 119.34	\$12.23	\$ 131.57
MONROVIA UNIFIED SCHOOL DISTRICT	Installation & Configuration	GigaKOM	This quote includes installation and initial configuration of the following: (73) Large UPS (3U or more) (24) Standard 2U UPS or UPS Batteries	100%	0	1	\$27,093.59	\$ 27,093.59	\$0.00	\$ 27,093.59
MONROVIA UNIFIED SCHOOL DISTRICT	Recycling	Gigakom	Battery recycling	0	100%	1	\$1,000.00	\$ 1,000.00	\$0.00	\$ 1,000.00
<b>Line Items Total</b>								<b>\$206,335.53</b>	<b>\$16,172.94</b>	<b>\$222,508.47</b>
<b>Shipping (as applicable)</b>										<b>\$0.00</b>
<b>Grand Total</b>										<b>\$222,508.47</b>

THANK YOU FOR YOUR BUSINESS

*GigaKOM Business Information*

SPIN: 143027209, FCC # 0011991395, Certified Small Business – Micro # 40936,DIR Registration: 1000003984

*GigaKOM Job Site Terms & Conditions*

- All areas of Hand holes/ maintenance holes and conduit pathways must be provided and accessible at time of work.
- Work shall be performed during normal business hours unless specified in the contact SOW. Additional charges for after hour/holiday work might apply
- Parking on site shall be provided by the client at no cost to GigaKOM.
- Client will provide free and clear access to all working areas.
- An onsite contact and access must be provided to GigaKOM prior to job site arrival.
- Any down time resulting from the lack of access or client-required information, equipment is not the responsibility of GigaKOM and is billable.
- A \$250 fee will be billed to client for missed appointments, or site not ready for installation. Also, \$150 will be billed for additional dispatch.
- Project performance and payment bond might not be included in the price; if requested, they will be added as a line item on the total awarded amount.
- Shipping is dock-to-dock to a single location.

All sales are final. Exceptions may be considered if a return request is submitted to GigaKOM within 20 days of the order confirmation.

Any changes to the order as described above may result in a price change. Additionally, removing any labor will incur a 15% penalty on the total labor cost.

GigaKOM Terms and Conditions, Billing and SLA: <http://bit.ly/GIGAKOM-TCandSLA>

--ANY WORK NOT INCLUDED IN THIS ESTIMATE WILL BE BILLED AS TIME AND MATERIAL, INCLUDING ANY ADDITIONAL LABOR OUTSIDE OF SERVICES SPECIFIED ABOVE, CONSULTING, ETC. Please refer to GigaKOM Terms AND Conditions, Billing, AND SLA for rates: Please WORK WITH YOU ACCOUNT MANAGER ON CHANGES.

The price set forth above is a good faith estimate based on the information received through the date of this Estimate and may change based on updated information. Any price changes shall be communicated to the customer through a revised Estimate.

This Estimate is valid for 30 days from the day of issue ( except for erate deals). Any changes to quantities and equipment specified may result in an increase in pricing.

DocuSign Envelope ID: 0222C920-6FC0-48EF-A2DB-9BBF4658ECBD



9245 Activity Road, Ste 105  
San Diego, CA 92126

## QUOTE

Customer

Monrovia Unified SD

Date  
Quote #

1/13/2025  
H11440EA

Payment Terms: NET 15

GigaKOM WILL BILL IN PROGRESS INVOICES. HARDWARE AND SOFTWARE WILL BE BILLED UPON ARRIVAL on the customer site or at GigaKOM, whichever occurs first. Services/labor will be billed in milestones, the initial milestone will be billed at project commencement totaling up to 50% of the Service/ Labor price. Additional training or Professional Services can be provided at our standard rates.

Shipping charges may apply to all orders. Shipping Charges are estimates and will be billed at the actual amount if higher.

Payment Details Past due amounts subject to finance charges\* Customer shall reimburse all costs incurred in collecting past due amounts\* \*See GigaKOM Standard Terms and Conditions.

For Clients that utilize USAC SLD funding, GigaKOM will, based on the agreement, invoice SLD for discounted portion. In case SLD denies payment or SLD does not pay within 90 days, the Client will be responsible for the full amount.  
Thank you for your business

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 5. 24/25-2082 - PBK FENCING DESIGN FOR PLYMOUTH ELEMENTARY SCHOOL

## RECOMMENDATION

The Board of Education is requested to approve one of the two PBK Architects' fencing designs for the Plymouth Elementary School site.

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

Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_,  
Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.

## Rationale:

On March 13, 2024, the architectural agreement with PBK Architects was established for the District Wide fencing and single-point entry plan. On February 12, 2025, the Board requested an additional fencing design option. The presentation contains two fencing options presented by PBK Architects.

## Background:

## Budget Implication (\$ Amount):

## Legal References:

## Additional Information:

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

**6. 24/25-2083 - RESOLUTION 2425-26, PROCLAIMING MARCH 3-7, 2025, AS "NATIONAL SCHOOL BREAKFAST WEEK"**

## RECOMMENDATION

The Board of Education is requested to adopt Resolution No.2425-26, proclaiming the week of March 3-7, 2025, as "*National School Breakfast Week.*"

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

Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.

## Rationale:

Child nutrition programs are essential to the health and well-being of all children. Monrovia Unified School District provides nutritionally balanced breakfast to children each school day, free of charge. Proclaiming March 3 – 7, 2025, as National School Breakfast Week would support the many ways it gives kids a healthy start to the day for fueling a child’s academic success. This year’s theme is "Clue In To School Breakfast."

## Background:

During the 2023-24 school year, Monrovia Unified School District’s Food Services Department served 170,755 breakfasts, 292,777 lunches, 117,199 suppers, and 58,588 snacks. Today, the National School Breakfast Program serves nearly 12 million children daily. Students who participate in school breakfast are more likely to reach higher levels of achievement in reading and math, score higher on standardized tests, have better concentration and memory, and be more alert and maintain a healthy weight. They also tend to have better attendance rates and fewer behavioral problems. Not only does it reduce childhood hunger, but it also supports American agriculture.

## Budget Implication (\$ Amount):

## Legal References:

## Additional Information:

A copy of Resolution No. 2425-26 is attached.

## ATTACHMENTS

[BAI\\_2083\\_Resolution\\_NO.2425-26\\_National\\_School\\_Breakfast\\_Week\\_2-26-25.pdf](#)

**MONROVIA UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 2425-26**

**PROCLAIMING MARCH 3-7, 2025  
AS "NATIONAL SCHOOL BREAKFAST WEEK"**

**WHEREAS**, for over 49 years the School Breakfast Program has contributed to the health and educational development of our Nation's children by making nutritious morning meals available in schools; and

**WHEREAS**, recent studies indicate that students who eat breakfast have improved math grades and reading scores, increased attention, reduced absence and tardy rates, and improved psycho-social behaviors; and

**WHEREAS**, a school breakfast is often the only morning meal available to many children and, therefore, represents a vital part of the initiative to improve the education skills of young children and prepare them for life; and

**WHEREAS**, eating a nutritious breakfast can help kids maintain a healthy weight. In today's climate of heightened awareness around childhood obesity, this is a great benefit to offer at school; and

**WHEREAS**, Monrovia Unified School District served 170,755 breakfasts in the 2023-2024 school year.

**NOW, THEREFORE, BE IT RESOLVED** that the Monrovia Unified School District expresses appreciation for the hard work and dedication of school food service professionals who make the School Breakfast Program work in 95 thousand schools and residential childcare institutions nationwide, **and particularly recognizes the dedication of the foodservice workers of Monrovia Unified School District who make the morning meal for children not only nutritious but also a warm welcome for the day ahead; and**

**BE IT FURTHER RESOLVED** that the Monrovia Unified School District Board of Education does hereby proclaim the **week of March 3-7, 2025, as "National School Breakfast Week"**, and supports the many ways it gives kids a healthy start to the day for fueling a child's academic success; and

**BE IT FURTHER RESOLVED** that **breakfast will remain free for all K-12 MUSD students for the foreseeable future through the groundbreaking, California Universal Meals Program.**

**ADOPTED** this 26<sup>th</sup> day of February 2025.

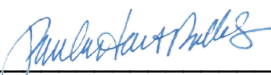
AYES: 5

NOES: 0

ABSENT: 0

Attest:

  
Selene Lockerbie, Board Clerk

  
Paula Hart Rodas, Superintendent

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 7. 24/25-2084 - RESOLUTION 2425-27 DESIGNATING BANK ACCOUNT SIGNATORIES AND CARD HOLDERS

## RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2425-27 authorizing current District financial officers to make and authorize credit card transactions on behalf of Monrovia Unified School District.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_,  
Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

## Rationale:

The Board of Education shall, by resolution, establish designated signatories for District bank account credit card holders.

## Background:

Bank of America has requested documentation of official Board meeting minutes wherein governing Board approval is given for current District financial officers to make and authorize credit card transactions on behalf of Monrovia Unified School District.

## Budget Implication (\$ Amount):

There is no cost to the District.

## Legal References:

Government Code Section 7910 - "Each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting."

## Additional Information:

A copy of the Resolution is attached.

## ATTACHMENTS

[BAI\\_2084\\_Res.\\_No.\\_2425-27\\_Designation\\_of\\_BofA\\_Sig.\\_2-26-25.pdf](#)

**RESOLUTION NO. 2425-27**

**RESOLUTION OF THE BOARD OF EDUCATION  
OF THE MONROVIA UNIFIED SCHOOL DISTRICT  
DESIGNATING BANK ACCOUNT SIGNATORIES AND CARD HOLDERS**

**WHEREAS**, the Monrovia Unified School District (“District”) is a public school district organized and existing pursuant to California law, and the Board of Education of the Monrovia Unified School District (“Board of Education”) is the governing body of the District; and

**WHEREAS**, the District maintains one or more accounts with the Bank of America, and certain District staff are from time to time authorized to possess and use a credit, debit, or similar card linked to a District account with Bank of America; and

**WHEREAS**, the Board of Education desires to update the designations of District staff who are authorized signatories for the District’s account(s) with Bank of America, and to update the designations of District staff who are authorized to possess and use credit, debit, or similar cards linked to a District account with Bank of America; and

**NOW, THEREFORE**, the Board of Education does hereby resolve, determine, and order as follows:

**Section 1.** Each of the following District staff members is hereby designated as a District-authorized signatory for each and all accounts maintained by the District with Bank of America:

- (i) Gregory Gero (aka, Dr. Greg Gero or Greg Gero, Ph.D); and
- (ii) Paula Hart Rodas (aka, Dr. Paula Hart Rodas or Paula Hart Rodas, Ed.D.).

**Section 2.** Each of the following District staff members are hereby designated as authorized by the District to possess and use credit, debit, or similar cards linked to a District account with Bank of America:

- (i) Gregory Gero (aka, Dr. Greg Gero or Greg Gero, Ph.D); and
- (ii) Paula Hart Rodas (aka, Dr. Paula Hart Rodas or Paula Hart Rodas, Ed.D.).

**Section 3.** The designations set forth in Section 1 and Section 2 herein are not exclusive and, without limiting Section 4 herein, such designations are not intended to revoke or supersede any prior designations of District staff members who are District-authorized signatories for accounts maintained by the District with Bank of America, or who are authorized to possess and use any credit, debit, or similar card linked to a District account with Bank of America.

**Section 4.** Each of the following current and/or former District staff members, as applicable, no longer shall be designated as a District-authorized signatory for any District account maintained with Bank of America, or shall be authorized to possess and use any credit, debit, or similar card linked to any District account with Bank of America:

- (i) David Conway;
- (ii) Gregoire Francois;

- (iii) Patrick Garcia;
- (iv) Jessica Garcia;
- (v) Ricardo Harris;
- (vi) Gregory Puccia;
- (vii) Ryan Smith;
- (viii) James Drake; and
- (ix) Manlin Lin.

**Section 5.** Each of the District’s Superintendent, Assistant Superintendent of Business Services, and Director of Fiscal Services, *ex officio*, are hereby authorized, individually and acting directly or through their respective designees, to take such actions, including, without limitation, execution of documents and expenditure of funds, as may be appropriate and necessary to implement, with Bank of America and for all other District purposes, Sections 1 through 4, inclusive, of this Resolution.

**Section 6.** In each case that any person, whether designated herein or otherwise, no longer is an authorized signatory for any District account(s) with Bank of America and/or no longer is authorized to possess and use any credit, debit, or similar card linked to a District account with Bank of America, the District’s Superintendent, Assistant Superintendent of Business Services, and Director of Fiscal Services, *ex officio*, are hereby authorized, individually and acting directly or through their respective designees, to take such actions, including, without limitation, execution of documents and expenditure of funds, as may be appropriate and necessary to cause Bank of America to revoke authorization for such person, as applicable, to be a signatory for the District’s account(s) with Bank of America or to possess and use any credit, debit, or similar card linked to a District account with Bank of America.

**Section 7.** This Resolution shall take effect immediately upon approval and adoption by the Board of Education, and shall remain in effect unless and until rescinded, modified, or superseded by subsequent resolution of the Board of Education.

**APPROVED AND ADOPTED** by the Board of Education on February 26, 2025, as evidenced by the signatures below.

By:   
Maritza Travanti, Vice President, Board of Education

**ATTEST:**

By:   
Selene Lockerbie, Clerk, Board of Education

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF LOS ANGELES )

I, Selene Lockerbie, Clerk of the Board of Education of the Monrovia Unified School District, do hereby certify that the Board of Education duly approved and adopted the foregoing Resolution No. 2425-27 during the Board’s regular meeting held on February 26, 2025, at which a quorum of the Board of Education was present and acting throughout and for which notice and an agenda were prepared and posted as required by law, and that Resolution No. 2425-27 was so approved and adopted by the following vote:

AYES: 5

NOES: 0

ABSTENTIONS: 0

ABSENTEES: 0

By:   
Selene Lockerbie, Clerk, Board of Education

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF LOS ANGELES )

I, Selene Lockerbie, Clerk of the Board of Education of the Monrovia Unified School District, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2425-27 of the Board of Education and that the same has not been amended or repealed as of the date specified below.

Dated: February 26, 2025

By:   
Selene Lockerbie, Clerk, Board of Education

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

**8. 24/25-3055 - MEMORANDUM OF UNDERSTANDING (MOU) WITH CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)**

## RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) with CSEA to approve the reclassification of the Special Education Administrative Secretary and Technology Administrative Secretary to *Administrative Secretary*.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_,  
Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

## Rationale:

A recent study by the Human Resources Department has resulted in the need to reclassify the Educational Services Administrative Secretary (Confidential) and retitle it to the Administrative Secretary classification, and be added to the Classified Bargaining Union.

## Background:

CSEA approved the reclassification effective January 23, 2025. The Administrative Secretary position will remain at salary range 34 on the Classified Salary Schedule.

## Budget Implication (\$ Amount):

## Legal References:

Education Code 45109 states that the governing board shall fix and prescribe the duties to be performed by all persons in the classified staff. After the Board of Education has established the position, the Personnel Commission shall classify the position and shall recommend the salary range to the Board of Education as provided in Education Code 45268.

## Additional Information:

A copy of the job description for the new classified position is attached.

## ATTACHMENTS

[CSEA Signed MOU \\_Admin Sec and job Description.pdf](#)

**Memorandum of Understanding  
BETWEEN  
California School Employees Association and its Monrovia Chapter 20 ("CSEA")  
AND  
Monrovia Unified School District ("District")**

**Administrative Secretary Reclassification**

BACKGROUND

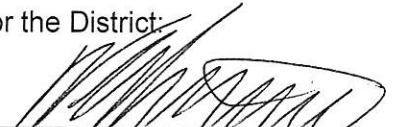
This Memorandum of Understanding (MOU) is entered into by and between Monrovia Unified School District ("District") and California School Employees Association and its Monrovia Chapter 20 (hereinafter referred to as "CSEA") collectively referred to as "the Parties", to reclassify currently vacant department-specific Administrative Secretaries to an "Administrative Secretary" position.

AGREEMENT

1. The Special Education Administrative Secretary and Technology Administrative Secretary shall be reclassified and retitled to the Administrative Secretary classification.
2. The Educational Services Administrative Secretary (Confidential) classification shall be reclassified and retitled to the Administrative Secretary classification and shall be added to the Classified Bargaining Unit.
3. The Administrative Secretary position shall remain in the Classified Bargaining Unit and all applicable provisions of the Parties' Collective Bargaining Agreement (CBA) shall be in effect for the classification.
4. The Administrative Secretary position shall remain at Salary Range 34 on the Classified Salary Schedule.
5. The Parties agree to the job description attached.

This MOU is subject to ratification by Monrovia Unified School District's Board of Education and CSEA.

For the District:


  
\_\_\_\_\_  
Vanessa Landesfeind, Ed.D.  
Asst. Superintendent of Human Resources  
Monrovia Unified School District

1/23/25  
Date

  
\_\_\_\_\_  
Geraldine Ormeo  
Director of Human Resources

1-23-2025  
Date

For CSEA:

  
\_\_\_\_\_  
Amy Martinez  
Monrovia Chapter 20 President

1/23/25  
Date

  
\_\_\_\_\_  
Breanna Koehler  
CSEA Labor Relations Representative

1/23/25  
Date

**A CLASSIFIED EMPLOYMENT OPPORTUNITY FOR  
 ADMINISTRATIVE SECRETARY  
 DUAL CERTIFICATION**

<b>SALARY</b>	<b>\$4690.14</b>	<b>\$4937.20</b>	<b>\$5186.71</b>	<b>\$5448.66</b>	<b>\$5724.27</b>	<b>\$6013.53</b>
Range 34	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6

<p><b>JOB INFORMATION</b></p>	<p>This recruitment will be used to fill full-time position/s working eight (8) hours per day, twelve (12) months per year.</p> <p>At the direction of an assigned District or site-level administrator or designee, communicates with other departments, managers, offices and community groups to coordinate the activities of the assigned office; provides primary secretarial support for an assigned administrator; performs various duties including purchasing, budgeting, payroll and personnel; compiles data and prepares specialized and comprehensive reports; coordinates projects, systems, and activities; and serves as lead worker directing clerical employees</p>
<p><b>MINIMUM QUALIFICATIONS</b></p>	
<p><b>EDUCATION &amp; EXPERIENCE</b></p>	<ul style="list-style-type: none"> <li>• High School graduation or equivalent.</li> <li>• Three years increasingly responsible clerical experience (two years of which have been in an administrative secretarial capacity), OR such alternatives that the Personnel Commission may find desirable.</li> <li>• Experience in an educational setting is desirable.</li> </ul>
<p><b>LICENSE/ CERTIFICATES</b></p>	<ul style="list-style-type: none"> <li>• Valid California Driver's License</li> <li>• Self-Certification of computer skills, including Microsoft Excel and Word.</li> <li>• Typing/Keyboarding Certificate indicating 50+ WPM. The certificate must be issued by an accredited school or agency and dated within one year prior to the filing date listed on the job announcement. PLEASE NOTE: Typing tests obtained via the internet will not be accepted.</li> </ul>
<p><b>ESSENTIAL DUTIES</b></p>	<ul style="list-style-type: none"> <li>• Plans, organizes and coordinates activities to relieve the administrator of routine administrative duties.</li> <li>• Organizes office functions, systems, and procedures. Oversees the flow of clerical work, training staff, assigning, directing and checking work and ensuring deadlines are met.</li> <li>• Coordinates communications between supervisor and other District staff and the public.</li> <li>• Responds to inquiries from a variety of internal and external sources (e.g. administrators, teachers, staff, students, community) for the purpose of resolving problems, providing information or direction, and/or referring to appropriate personnel.</li> <li>• Composes and proofreads correspondence, memorandum/inter-office communications, letters, forms, contracts, legal documents, newsletters and distributes to staff, students, and or community; conducts and responds to surveys; maintains logs and lists; addresses community complaints.</li> <li>• Performs specialized tasks within the department which have potentially significant consequences within the District or have wide community impact such as receiving and processing legal documents, preparing and maintaining legal records.</li> <li>• Compiles data, summarizes, lays out and completes a variety of specialized reports for the purpose of analyzing issues, monitoring program components, and/or ensuring compliance with organization policies and procedures.</li> <li>• Maintains confidential and non-confidential, manual and electronic documents, files, and records (e.g. letters, forms, reports, student records, purchase orders, Board item records, etc.) for the purpose of providing up-to-date information and/or historical</li> </ul>

	<p>reference, in accordance with established administrative guidelines and legal requirements.</p> <ul style="list-style-type: none"> <li>• Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions. Coordinates, compiles, and prepares Board of Education agenda items.</li> <li>• Prepares and types meeting agendas and minutes; copies and distributes.</li> <li>• Schedules meetings, conferences, and appointments as assigned; maintains calendar; arranges for meeting facilities.</li> <li>• Makes travel arrangements; prepares proper forms for reimbursement.</li> <li>• Maintains multiple manual and electronic complex calendars and schedules (e.g. appointment calendars, timelines and deadlines, meeting notices, facility use/reservation, etc.) for the purpose of assisting assigned administrator, providing information, and implementing and maintaining services and/or programs.</li> <li>• Identifies office needs and orders supplies, prepares warehouse orders, purchase requisitions, buy-out forms, and petty cash; receives supplies and checks against requisition.</li> <li>• Performs other related duties as assigned.</li> </ul>
<p><b>ABILITY</b></p>	<ul style="list-style-type: none"> <li>• Learn, interpret, and apply administrative and departmental policies, laws, rules and regulations.</li> <li>• Perform highly complex and responsible secretarial and clerical work involving independent judgment.</li> <li>• Handle highly confidential records and information in a discreet and tactful manner</li> <li>• Complete assigned projects and duties requiring research.</li> <li>• Use of initiative and independent judgment within strict timelines.</li> <li>• Communicate effectively and compose correspondence independently and/or from oral or written instructions.</li> <li>• Operate a variety of office equipment including computers, Xerox, facsimile, calculators, and document storage/archival machinery.</li> <li>• Maintain records.</li> <li>• Follow oral and written directions.</li> <li>• Work cooperatively with others and when appropriate to work independently; develop and maintain effective working relationships with District staff.</li> </ul>
<p><b>KNOWLEDGE OF</b></p>	<ul style="list-style-type: none"> <li>• Office management practices and procedures.</li> <li>• Correct English usage, spelling, grammar and punctuation.</li> <li>• Correct form for letter and report writing.</li> <li>• Operational knowledge of Microsoft Office, Microsoft Windows, Gmail, Google Suite, and other PC software applications used by the District.</li> </ul>
<p><b>WORK ENVIRONMENT</b></p>	<ul style="list-style-type: none"> <li>• Work primarily indoor/inside an office environment, with frequent interruptions, with changing priorities and short deadlines.</li> <li>• Have direct contact with District staff, students, and the public.</li> </ul>
<p><b>PHYSICAL ABILITY</b></p>	<ul style="list-style-type: none"> <li>• Mental ability to make determinations relative to the effective performance of the essential responsibilities of the position.</li> <li>• Ability to sit at a desk for extended periods of time.</li> <li>• Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone with or without hearing aids.</li> <li>• Eyesight, corrected or uncorrected, sufficient to read fine print.</li> <li>• Manual dexterity to carry out essential functions of the position.</li> <li>• Ability to speak in audible tones so that others may understand clearly.</li> <li>• Ability to bend, reach, pull and walk.</li> <li>• NOTE: The list of essential functions and physical abilities is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.</li> </ul>
<p><b>SELECTION PROCEDURE</b></p>	<ul style="list-style-type: none"> <li>• Open to employees and the public resulting in one integrated eligibility list (dual certification). Applicants who meet the education and experience requirements as outlined above will be asked to participate in the examination process. Applicants who pass all parts of the examination will be placed on the eligibility list in order of score.</li> </ul>

	<p>Promotional candidates will receive additional five points (promotional credit). The eligibility list will be used to fill vacancies for a period six months.</p>
<p><b>EXAMINATION</b></p>	<ul style="list-style-type: none"> <li>• Applications will be screened for completeness, relevant training and/or experience. The first phase of the examination process will consist of a written exam. For those applicants participating in both written exam and oral interview, written exam will be weighted 50% and oral interview will be weighted at 50%. Applicants will be tested on their knowledge of basic math, English grammar, spelling, reading and composition, record-keeping techniques. Fundamentals of office management, including effective office practices and procedures; the correct form for business correspondence and report writing oral and written communication skills; interpersonal skills using tact, patience and courtesy; and applicable district policies and objectives.</li> </ul>

<p><b>FINAL FILING DATE</b></p>	<p><b>CONTINUOUS</b> <span style="float: right;"><b>Posted: XX/XX/2024</b></span></p> <p>To be considered for this position, applicants must apply by submitting an online application at EdJoin.org. Applications must include a resume, a letter of introduction; 3 letters of recommendation, self-certification of computer skills: Microsoft Excel and Word, Good Docs and Sheets.</p>
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# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 9. 24/25-3057 - RESOLUTION 2425-24 RESOLUTION TO REDUCE OR DISCONTINUE PARTICULAR KINDS OF SERVICE

## RECOMMENDATION

The Board of Education is asked to approve resolution no. 2425-24 Regarding the Reduction or Discontinuance of Particular Kinds of Service.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_,  
Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_.

## Rationale:

Monrovia Unified School District has determined that it is in the best interest of the District, and the welfare of the students thereof, to reduce or discontinue certain particular kinds of service, hereinafter enumerated, and has recommended to the District's Governing Board that the District reduce particular kinds of service no later than the beginning of the 2025-26 school year.

## Background:

The current Monrovia Unified School District Board and administration are committed to leading the District to a sound fiscal future. Pursuant to Education Code Sections 44949 and 44955, the Board of Education is required to determine the needs of the District and the students by establishing a Reduction or Discontinuance of Particular Kinds of Services for Certificated Personnel. After careful analysis of scheduling and staffing needs for the 2025-2026 school year, due to declining enrollment, District program needs, and reduced State funding, the District has determined that its overstaffed and must reduce and/or eliminate particular kinds of services provided.

## Budget Implication (\$ Amount):

## Legal References:

## Additional Information:

## ATTACHMENTS

[Resolution 2425\\_24 Reduce or Discontinue PKS 2025.pdf](#)

**BEFORE THE GOVERNING BOARD OF THE  
MONROVIA UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 2425-24**

**RESOLUTION TO REDUCE OR DISCONTINUE  
PARTICULAR KINDS OF SERVICE**

**WHEREAS**, Education Code sections 44949 and 44955 require action by the Governing Board in order to reduce or eliminate particular kinds of services and to permit the layoff of certificated employees; and

**WHEREAS**, pursuant to Education Code section 44955, the Governing Board has determined that it is in the best interests of the District and the welfare of the schools and the pupils thereof that the particular kinds of services set forth herein be reduced or discontinued no later than the beginning of the 2025-2026 school year; and

**WHEREAS**, it is the opinion of the Governing Board that due to the reduction or elimination of particular kinds of services, it is necessary to decrease a corresponding number of certificated employees for the 2025-2026 school year pursuant to Education Code section 44955; and

**WHEREAS**, the Governing Board is authorized by Education Code section 44955 to deviate from terminating certificated employees in order of seniority where the District demonstrates a specific need for personnel to teach a specific course or course of study; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the Monrovia Unified School District as follows:

- A. That all of the foregoing recitals are true and correct.
- B. That for the 2025-2026 school year, the particular kinds of services to be provided by the District shall be reduced or eliminated to the extent set forth below:

Reduce Elementary Teaching Services	14.000	F.T.E.
Reduce CTE Art Media Credential Teaching Services	2.400	F.T.E.
Reduce Secondary English Language Arts Teaching Services	4.000	F.T.E.
Reduce Secondary Math Teaching Services	5.000	F.T.E.
Reduce Secondary Life Science (Biology) Teaching Services	1.000	F.T.E.
Reduce Secondary Foundational Science Teaching Services	1.000	F.T.E.
Reduce Secondary Social Science Teaching Services	2.600	F.T.E.
Reduce Secondary Spanish Teaching Services	2.000	F.T.E.
Reduce Secondary Physical Education Teaching Services	2.000	F.T.E.
Reduce Special Educ. Services - Mild/Mod Disabilities AAAS	4.000	F.T.E.

Reduce Social Worker Services	2.000	F.T.E.
Reduce High School Counseling Services	1.000	F.T.E.
Reduce Middle School Counseling Services	.625	F.T.E.
Reduce Middle School Assistant Principal Services	2.000	F.T.E.
<b>TOTAL CERTIFICATED POSITIONS:</b>	<b>43.625</b>	<b>F.T.E.</b>

- C. That due to the reduction or discontinuance of particular kinds of services, the corresponding number of certificated employees of the District shall be terminated at the end of the 2024-2025 school year, pursuant to Education Code section 44955.
- D. That “competency” as described in Education Code section 44955(b) for the purposes of bumping shall necessarily include: (1) current possession of a valid clear or preliminary credential in the subject(s) or grade level to which the employee will be assigned at the beginning of the 2025-2026 school year; (2) appropriate full (not emergency) EL authorization (if required by the position); (3) in the case of displacing junior employees teaching in a departmentalized setting, single subject credential(s) in that subject area; and (4) any training and experience necessary to meet the job requirements of specialized positions.
- E. That bumping shall only be allowed in cases where the senior employee is both competent and credentialed to assume the whole assignment of the more junior employee.
- F. That due to the specific need of the District to hire and retain teachers who possess special training and experience to teach classes in the Mandarin Dual Immersion program, the Superintendent or designee is authorized to deviate from terminating certificated employees in order of seniority in instances where the less senior employee possesses special training and experience to teach classes in the Mandarin Dual Immersion program and will be assigned to do so in the 2025-2026 school year.
- G. That the Superintendent or designee is directed to initiate layoff procedures and give appropriate notice pursuant to Education Code sections 44955 and 44949.

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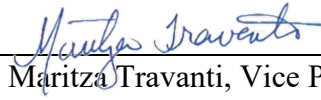
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The forgoing Resolution was adopted by the Governing Board of the Monrovia Unified School District on February 26, 2025.



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Rob Hammond, President



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Maritza Travanti, Vice President



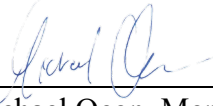
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Selene Lockerbie, Clerk



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Daniel Gomez Tagle, Member



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Michael Ocon, Member

# Agenda Item Details

Meeting Date: 2025-02-26

## AGENDA ITEM TITLE:

### 10. 24/25-3056 - APPROVAL OF AGREEMENT WITH BURNHAM BENEFITS INSURANCE SERVICES, FULL BENEFIT CONSULTING SERVICES

## RECOMMENDATION

The Board of Education is requested to approve a contract with Burnham Benefits to represent the district in negotiating health and welfare benefits for Monrovia USD employees, for a five-year term beginning February 27, 2025.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Ocon\_\_\_\_, Board Member Gomez Tagle\_\_\_\_, Board Member Lockerbie\_\_\_\_,  
Board Member Travanti\_\_\_\_, Board President Hammond\_\_\_\_\_.

## Rationale:

It was agreed by District representatives to bring to the Board for approval an agreement with Burnham Benefits Insurance Services Inc. effective February 27, 2025 and remain in effect through October 1, 2025. This Agreement will renew to a month-to-month contract following the initial period.

## Background:

As the insurance brokerage firm for Monrovia Unified School Alliant Insurance Services Inc. will provide professional insurance services including, but not limited to the following: represent the District in negotiations with providers on all issues, including those related to premiums, benefit levels, coverage, and special terms and conditions; perform market research for new carriers; assist the District in complying with all related laws and regulations, and contract requirements; solicit bids from appropriate insurance markets, as needed; identify, investigate, analyze and implement efficiency measures that have the effect of reducing cost associated with employee benefit programs without reducing services to employees; employee advocates available to assist in on-going problems and issues between employees and carriers/providers and/or medical groups; attend meetings as needed or as requested by District; COBRA administration assistance. Either party may terminate this agreement at any time by giving the other party sixty (60) days advance written notice of termination.

## Budget Implication (\$ Amount):

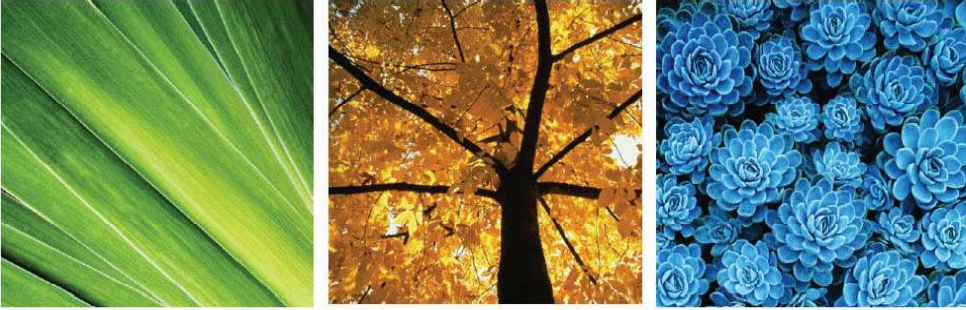
During the term of this agreement, Burnham Benefits Insurance Services, shall be compensated by the District by an annual fee of \$25,000.00 from the General Fund.

## Legal References:

## Additional Information:

**ATTACHMENTS**

[Monrovia\\_USD\\_Full\\_Services\\_Consulting\\_Agreement-\\_2.27.2025.pdf](#)



# **Monrovia Unified School District**

## **BURNHAM BENEFITS INSURANCE SERVICES**

Full Benefit Consulting Services Agreement

Dan Exceen, Executive Vice President

Ann Marie Estrada, Vice President

February 27th, 2025

## CONSULTING AGREEMENT

This Consulting Agreement is between Burnham Benefits Insurance Services, (“Consultant”) and, the Monrovia Unified School District (“the District”) (collectively the “Parties”), and is effective February 27, 2025.

### RECITALS

- A. Consultant wishes to provide employee benefit and analytical services to the District, and the District wishes to retain Consultant to perform those services.
- B. The District does not retain the authority to direct the day-to-day performance of the Consultant’s services, but rather is requesting certain tasks to be accomplished by Consultant based upon Consultant’s specific skills and expertise.

### AGREEMENT

#### 1. SERVICES, CONSIDERATION AND TERM

- (a) Services. Consultant shall perform for the District services described in Exhibit A to this Agreement (“Services”) herewith attached and incorporated.
- (b) Compensation. The District shall pay Consultant flat fee as set forth in Exhibit A to this Agreement.
- (c) Term. This Agreement will become effective as of February 27, 2025 (Initial Period) and shall remain in full force and effect until October 1, 2025. This Agreement will renew to a month-to-month contract following the initial period.

#### 2. CONFLICTING OBLIGATIONS

Consultant confirms that they have not executed nor is bound by, or party to, any non-compete covenant, restriction, or other agreement, contractual or otherwise, with any prior or current customer or firm with which the Consultant has been associated or which would prevent the consultant from working with the District in the capacity as stated herein, or otherwise impede or restrict the fulfillment of the terms of this Agreement with the District.

3. INDEPENDENT CONSULTANT

- (a) Independent Consultant Status. It is the express intention of the parties that Consultant is an independent firm and not an employee, agent, representative, joint venture or partner of the District. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the District and Consultant. Consultant is obligated to report as income all income received by Consultant pursuant to this Agreement, and Consultant agrees to and acknowledges the obligation to pay all employment and other taxes owed pursuant to this agreement. Consultant further agrees to indemnify and hold the District harmless from any and all claims made by any entity or account of an alleged failure by Consultant to satisfy such withholding or other obligation.
- (b) Consultation for Others. Consultant is free to perform work as a consultant for any other entity and/or person provided that such engagement does not create a conflict of interest with Consultant's obligations to the District. Specifically, none of Consultant's services for any other entity and/or person shall compromise in any way the District's "Confidential Information" as defined in Paragraph 4 below.
- (c) Records and Reports. Consultant shall keep complete and systematic written records of all work relating to the performance of Services by Consultant hereunder and shall submit invoice(s) to the District accounts payable for all services rendered. Payments will be processed upon satisfactory completion of the Services and receipt of an original invoice approved by the District. The District agrees to reimburse the Consultant within thirty (30) days of receipt of billing.

4. CONFIDENTIAL INFORMATION

- (a) Definition. "Confidential Information" means any of the District's proprietary information, technical data, trade secrets or know-how, including but not limited to all actual or potential customer, employee, supplier, and distributor lists, contacts and addresses, information about employees and employee relations, training manuals and procedures, Confidential Information includes, but is not limited to, information disclosed in connection with the Services. Confidential Information shall not include information that: (i) is now or subsequently becomes generally available to the public through no wrongful act or omission of the Consultant; (ii) Consultant can demonstrate to have had rightfully in its possession prior to disclosure to Consultant by the District; (iii) is independently developed by Consultant without use, directly or indirectly, of any Confidential Information; or (iv) Consultant rightfully obtains from a third party who has the right to transfer or disclose it.
- (b) Non-Use and Non-Disclosure. Except to the extent necessary to perform Services, the Consultant shall not reproduce, use, distribute, disclose or otherwise disseminate District's Confidential Information. Consultant shall not take any action causing, or fail to take any reasonable action necessary to prevent, any Confidential Information

disclosed to or developed by Consultant to lose its character as Confidential Information. Consultant shall not remove Confidential Information from the District or the location(s) designated by the District except as expressly permitted by the District in writing.

- (c) Return of Company Property and Information. Upon termination of this Agreement or upon request by the District, Consultant shall promptly deliver to the District any and all District property and Confidential Information in Consultant's possession, custody or control.

## 5. TERMINATION

- (a) Termination Upon Notice. Either party may, at its option, terminate this Agreement upon sixty (60) calendar days' written notice to the other party after the Initial Period. Upon such termination all rights and duties of the parties toward each other shall cease except as to Consultant's maintenance of confidential and proprietary information and that the District shall be obliged to pay, within thirty (30) days of the effective date of termination, for all satisfactory Services completed by Consultant through the date of notice of termination. If work in progress, the District shall be liable for only the pro-rata portion of the completed work and for incurred expenses, if any, in accordance with the provisions of Exhibit A. Any notice or other communication to be given by the District or Consultant shall be in writing and shall be deemed received when personally delivered or mailed to the address on record by certified or registered mail with return receipt requested.
- (b) Continuation of Obligations. Consultant Agrees that all obligations under Paragraphs 4 and 5 of this Agreement shall continue in effect after termination of the Agreement, and that Consultant will notify any future client, potential client or employer of Consultant's obligations under this Agreement and that the District will be entitled to communicate regarding Consultant's obligations to any such person or entity.

## 6. INSURANCE

- (a) During the term of the agreement, Consultant shall maintain for itself and its employees insurance coverage as required by federal and state law and shall maintain at least the minimum coverage limits set forth below:
- (b) Professional liability/Errors and Omissions Liability Coverage with minimum limits of \$2,000,000 per claim and general aggregate.
- (c) The Consultant shall carry Comprehensive General Insurance with limits of not less than One Million Dollars (\$1,000,000) and Auto Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) combined single limit respectively, bodily injury and property damage liability per occurrence.

7. MISCELLANEOUS

- (a) Governing Law and Venue. This Agreement governed by California law. The federal courts or state courts of the State of California, County of Los Angeles shall have exclusive jurisdiction to adjudicate any dispute arising out of this Agreement, and the parties hereto consent to the jurisdiction of said court and waive any objection to said venue.
- (b) Disputes/Arbitration. In the event of a dispute between the parties arising out of, respecting, caused by, concerning, or relating to this agreement, or the breach thereof, or the relationship or activities of the parties to this agreement, or the Limitation of Liability and Indemnity provisions of this agreement (the "Dispute"), and if the Dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the Dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to arbitration. Any such mediation shall be completed within sixty (60) days of the time notice of a dispute is given by one party, unless the parties agree to extend the time limits. If mediation does not resolve the Dispute, the parties shall arbitrate the Dispute. The arbitration shall be administered by the American Arbitration Association under its commercial Arbitration Rules (except as modified herein). Arbitration shall take place in the County of Los Angeles. Prior to arbitration, the parties shall have the right to demand from one another the disclosure of relevant and discoverable documents, as well as a list of witnesses the other party intends to call at the arbitration, and a summary of the issues to be raised, which information shall be provided in advance to the arbitration date. Arbitration shall be the parties' exclusive remedy.
- (c) Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. No modification, amendment or waiver of any of the provisions of this Agreement shall be effective unless made in writing specifically referring to this Agreement and duly signed by an authorized officer or agent for each party hereto.
- (d) Assignability. Neither party shall assign, transfer or sell its rights under this Agreement or delegate its duties hereunder without the prior express written consent of the other party, and any attempted assignment or delegation shall be void and without effect.
- (e) Indemnification: To the fullest extent permitted by law, Consultant and the District agree to save, indemnify, defend and hold harmless each other, including the directors, officers, employees or agents of Consultant and the District, from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, and regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged or threatened, attorney fees, court costs, and any other costs of any nature without restriction incurred in relation to, as a

consequence of, or arising out of, the performance of this Agreement, and attributable to the fault of the other. Following a determination of the percentage of fault and or liability by agreement between the Consultant and the District or a court of competent jurisdiction, the party responsible for liability to the other will indemnify the other party to this Agreement for the percentage of liability determined.

Nothing to the contrary withstanding, any limitation on liability and/or remedies set forth herein does not apply in the event that the services performed under the Agreement results in injury or death to persons or damage to tangible property.

Signed by:

*Paula Hart Rodas*

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Paula Hart Rodas, Ed. D.  
Superintendent

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Dan Exceen  
Executive Vice President

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

Burnham Benefits Insurance Services  
2211 Michelson Drive, Suite 1200  
Irvine, CA 92612

Taxpayer ID Number: 33-0643611

BURNHAM BENEFITS INSURANCE SERVICES



**Monrovia Unified School District**

**Exhibit A**

**Full-Service Consulting & Fees- Monrovia Unified School District**

Service Description	Fee
<p><b><i>Benefits Consulting, Development &amp; Cost Management</i></b></p> <ul style="list-style-type: none"> <li>• Strategic plan development &amp; management</li> <li>▪ Renewal evaluation for both Medical and non-medical benefits</li> <li>▪ Benefits marketing services: Medical, Dental, Vision, Life and Disability</li> <li>▪ Carrier/Pool trend analysis</li> <li>▪ Attend all MUSD Insurance Committee meetings</li> <li>▪ Pharmacy consulting services</li> <li>▪ Comprehensive plan design evaluation</li> <li>▪ Network comparisons and utilization</li> <li>▪ Benchmarking data research and reports</li> <li>▪ Targeted consumerism assessment (HSA, FSA, HRA, CDHP, etc.)</li> </ul>	<p>Full-Services Consulting Contract:  <b>\$25,000 8 Month Fee</b>  <b>Paid Monthly at</b>  <b>\$3,125.00</b></p>
<p><b><i>Underwriting and Analytics</i></b></p> <ul style="list-style-type: none"> <li>▪ In-House Industry Underwriters</li> <li>▪ Budgeting &amp; contribution modeling</li> <li>▪ Medical cost trends</li> <li>▪ Self-funding feasibility analysis</li> <li>▪ Claims analysis - self funded &amp; fully insured (based on carrier availability)</li> </ul>	<p>Included in above fee</p>
<p><b><i>Affordable Care Act Compliance</i></b></p> <ul style="list-style-type: none"> <li>▪ ACA readiness analysis &amp; financial modeling, including:                             <ul style="list-style-type: none"> <li>- ACA compliance &amp; applicability</li> <li>- Actuarial Value Assessment</li> <li>- Affordability Report</li> </ul> </li> <li>▪ ACA Reporting Assessment &amp; Preparation</li> <li>▪ ACA Compliance Audit</li> <li>▪ Webinars, Educational Meetings, and Presentations</li> </ul>	<p>Included in above fee</p>
<p><b><i>Other Compliance Services (State and Federal)</i></b></p> <ul style="list-style-type: none"> <li>▪ In-House Attorney, Compliance Department</li> <li>▪ ACA, COBRA, HIPAA, ERISA, State &amp; Federal Legislative Updates</li> <li>▪ Contract review &amp; notice disclosures</li> <li>▪ Webinars</li> </ul>	<p>Included in above fee</p>

Service Description	Fee
<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>▪ In-House Marketing &amp; Communications Design Team</li> <li>▪ Support - EE &amp; open enrollment meetings - face-to-face / webinars</li> <li>▪ Custom benefit enrollment guides</li> <li>▪ Employee surveys</li> <li>▪ Know You Benefits campaigns</li> <li>▪ Market ready collateral (medical, wellness, financial tips, etc.)</li> </ul>	<p>Included in above fee</p>
<p><b>Innovation &amp; Technology</b></p> <ul style="list-style-type: none"> <li>▪ In-House and Independent review of technology solutions</li> <li>▪ EDI &amp; systems management and integration support</li> <li>▪ Assessment of Benefits Administration systems</li> </ul>	<p>Included in above fee</p>
<p><b>Health &amp; Well-Being</b></p> <ul style="list-style-type: none"> <li>▪ In-House Wellness Consultant</li> <li>▪ Wellness initiatives and vendor support, active participation on committee</li> <li>▪ Health fairs and flu shots support</li> </ul>	<p>Included in above fee</p>
<p><b>Value Added Services Included</b></p> <ul style="list-style-type: none"> <li>▪ Benefits Hotline / Care Center, Multilingual Staff</li> <li>▪ Eligibility, claim, billing and access to care resolution</li> <li>▪ HR Consulting, Hotline and Unlimited Online Training</li> </ul>	<p>Included in above fee</p>
<p><b>Other Services</b></p> <ul style="list-style-type: none"> <li>▪ Actuarial Services</li> <li>▪ Wellness vendor costs</li> <li>▪ Dependent audit analysis</li> <li>▪ Self-Funded administration costs</li> <li>▪ Voluntary benefits programs</li> </ul>	<p>Additional fees apply with respect to other services</p>