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

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

MONROVIA UNIFIED SCHOOL DISTRICT

MONROVIA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

325 E. Huntington Drive Monrovia, California 91016

BOARD OF EDUCATION CLOSED SESSION
Wednesday, March 26, 2025
5:30 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING
Wednesday, March 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 the cast of Clifton and Santa Fe's production of the Addams Family

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 26, 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

F. RECOGNITIONS AND COMMUNICATIONS

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

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

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

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

2. Public Comments for items on the Open Session Agenda

H. STAFF PRESENTATIONS

I. CONSENT AGENDA

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

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

Approval of Consent Agenda:

Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___,
Board Member Travanti___, Board President Hammond___.

EDUCATIONAL SERVICES

24/25-1074 - CALIFORNIA HEALTHY KIDS SURVEY (CHKS) REGIONAL CENTER MEMORANDUM OF UNDERSTANDING

The Board of Education is requested to approve the Memorandum of Understanding with the California Healthy Kids Survey (CHKS) Regional Center as a precondition to the California Healthy Kids Survey administration to obtain data regarding the health and needs of our students, which will help to create targeted prevention and intervention programs.

CalSCHLS MOU District 24-25.pdf

BUSINESS SERVICES

24/25-2091 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify the following: Purchase orders issued in the amount not to exceed $1,815,629.02 from February 25, 2025, through March 10, 2025; Warrants in the amount of $2,246,859.23 paid from February 25, 2025, through March 10, 2025; Payroll in the amount of $5,821,218.56 issued February 25, 2025, through March 10, 2025.
BAI 2091 Purchase order & payment of bills (a-c)_3-26-25.pdf

24/25-2092- ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-11.
Acceptance of Gifts #2025-11-03-26-25.pdf

24/25-2093 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report No. 10 for the Monrovia Unified School District 2024-25 school year.

HUMAN RESOURCES

6. 24/25-3062 - PERSONNEL ASSIGNMENTS

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

BRD REPORT 20250326 Personnel Report 13.pdf

24/25-3063 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL
The Board of Education is requested to approve Travel and Conference Report #9.
T&C 03262025.pdf

24/25-3064 - BOARD POLICIES 4119.24, 4219.24, AND 4319.24 MAINTAINING APPROPRIATE ADULT STUDENT INTERACTIONS
The Board of Education is requested to approve Board Policies 4119.24, 4219.24, and 4319.24, as recommended by the California School Boards Association (CSBA).
BP 4319.24 Maintaining Appropriate Adult Student Interactions.pdf
BP 4119.24 Maintaining Appropriate Adult Student Interactions.pdf
BP 4219.24 Maintaining Appropriate Adult Student Interactions.pdf

J. ACTION ITEMS (Non-Consent)

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

24/25-1076 - MEMORANDUM OF UNDERSTANDING WITH CHARTER OAK UNIFIED SCHOOL DISTRICT FOR THE STRONG WORKFORCE PROGRAM GRANT ROUND 7

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Charter Oak Unified School District and Monrovia Unified School District concerning the award, allocation, and required use of funds confirmed in the K-12 Strong Workforce Program Grant Round 7.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
MUSD SWP7 MOU.pdf
K12SWP Round 7 Allocations Final.pdf

24/25-1077 - MEMORANDUM OF UNDERSTANDING WITH CHARTER OAK UNIFIED SCHOOL DISTRICT FOR THE CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT ROUND 10
The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Charter Oak Unified School District and Monrovia Unified School District for the award, allocation, and required use of funds confirmed in the California Career Technical Education Incentive Grant (CTEIG) Round 10.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
MUSD CTEIG 10 MOU.pdf
CTEIG 10 Allocations.pdf

24/25-1078 - MEMORANDUM OF UNDERSTANDING WITH CITRUS COMMUNITY COLLEGE DISTRICT FOR THE USE OF FACILITIES AND OFFERING CREDIT RECOVERY COURSES DURING THE SUMMER PROGRAM
The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Citrus Community College District and Monrovia Unified School District to reimburse employment costs for certificated and classified staff members and to offer in-person courses during the summer program of 2025.

Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
Citrus College Credit Recovery Summer School MOU 2025.pdf

24/25-1079 - LICENSING AGREEMENT WITH DOCUMENT TRACKING SERVICES
The Board of Education is requested to approve a Licensing Agreement with Document Tracking Services for the following documents: 2025 School Accountability Report Card, English & Spanish, 2025 School Plan for Student Achievement, 2025 Comprehensive School Safety Plan, 2025 Local Control and Accountability Plan, and others to be identified as needed.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.
DTS Agreement 2025.pdf

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

x. 24/25-2094 - DIXON & ASSOCIATES PROJECT MANAGEMENT AGREEMENT
The Board of Education is requested to approve an agreement for project management services with Dixon & Associates to manage Measure MM Bond projects and to provide consultation services for additional facilities projects.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

x. 24/25-2095 - MUNICIPAL ADVISOR AND CONTINUING DISCLOSURE CONSULTANT
The Board of Education is requested to approve an agreement for Measure MM Bond advisory services.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

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

24/25-3066 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), AND ITS MONROVIA CHAPTER 20
The Board of Education is requested to approve a Memorandum of Understanding (MOU) with CSEA to create the position of Instructional Aide, Transitional Kindergarten.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

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

K. INFORMATION ITEMS

1. BOARD POLICY 6170.1, TRANSITIONAL KINDERGARTEN
The Board of Education is requested to approve Board Policy 6170.1, Transitional

Kindergarten as recommended by the California School Boards Association (CSBA).

L. FUTURE MEETING DATES

- April 16, 2025; 6:30 p.m. - Regular Board of Education Meeting
- May 7, 2025; 6:30 p.m. - Regular Board of Education Meeting
- May 21, 2025; 6:30 p.m. - Regular Board of Education Meeting

M. NEW BUSINESS

Monrovia Elementary Olympics (MEOs), March 27, 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.
- Wild Rose School of Creative Arts - Tuesday, April 8; 5:30 p.m. - 7:00 p.m.

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-1074 - CALIFORNIA HEALTHY KIDS SURVEY (CHKS) REGIONAL CENTER MEMORANDUM OF UNDERSTANDING

RECOMMENDATION

The Board of Education is requested to approve the Memorandum of Understanding with the California Healthy Kids Survey (CHKS) Regional Center as a precondition to the California Healthy Kids Survey administration to obtain data regarding the health and needs of our students, which will help to create targeted prevention and intervention programs.

Rationale:

Monrovia Unified School District has been administering the California Healthy Kids Survey (CHKS) to students since 2002 to obtain data regarding the health and needs of Monrovia students. The CHKS Regional Center aggregates the CHKS data and provides a dataset for local analysis and statewide comparison. The data is analyzed by district and site personnel. Prevention and intervention programs and services are developed to meet the specific needs and trends of Monrovia students. This year, we will again administer Staff and Parent surveys to obtain more data for professional development and school improvement efforts. The Student Survey assesses students' self-reported behavior and attitudes about tobacco, illegal drugs, alcohol safety, violence issues, developmental assets, and nutrition-related questions. The district must obtain permission from parents for students to participate in CHKS. The Staff Survey assesses the perceptions and experiences of K-12 teachers, administrators, and other school personnel on the learning and working environment, student support programs and services, and parent support and involvement. Furthermore, the Parent Survey is designed to confidentially obtain parent perceptions about the school's learning environment, overall climate, student support, and parent outreach and involvement efforts.

Background:

The CHKS was administered in the Monrovia Unified School District every other school year since the 2001-02 school year. Past surveys provide baseline and comparison data that will be compared to this year's survey figures. The CHKS must be administered twice to all 7th, 9th, and 11th graders as part of the TUPE grant. Including Staff and Parent surveys for this administration will assist MUSD to inform professional development, school improvement efforts, and increased parent involvement activities.

Budget Implication ($ Amount):

Medi-Cal LEA funds will be used to pay the forty cents per participating pupil fee. There are 3690 students in grades 3-12 who are eligible to participate in this survey. The cost of the surveys, participation fees, and individualized school reports will be covered by LCAP funds.

The total cost is approximately $5,000.00.

Legal References:

Additional Information:
A copy of the Memorandum of Understanding is attached.

ATTACHMENTS
CalSCHLS MOU District 24-25.pdf

CalSCHLS

California School Climate, Health, and Learning Surveys

MEMORANDUM OF UNDERSTANDING · 2024/25 SCHOOL YEAR

DISTRICT NAME: Monrovia Unified School District

This agreement outlines conditions to be met by the above-named district (the "District") and WestEd as they relate to access to and the administration of the California Healthy Kids Survey (CHKS), the California School Staff Survey (CSSS), and the California School Parent Survey (CSPS), which are part of the comprehensive CalSCHLS data system, developed by WestEd under contract with the California Department of Education (CDE). **Survey access will not be granted until a signed copy of this Memorandum of Understanding (MOU) is received.**

I. DISTRICT AGREES TO:

- **Coordination.** Provide one district–level contact person for each participating district.
- **Surveys.** Administer each CalSCHLS survey selected by District (CHKS, CSSS, and/or CSPS) according to the procedures in the CalSCHLS Administration Instructions. Ensure that each survey administered is the most recent version.
- **Data Submission and Report Preparation.** Notify CalSCHLS Regional Center staff upon completion of each survey administration per the guidelines provided at registration.

CALIFORNIA HEALTHY KIDS SURVEY (CHKS) ADMINISTRATION

- **Grades and Schools.** Survey Grades 3 through 12 as appropriate within the District. Provide current student enrollment figures for all schools by grade level.
- **Parent Consent.** Follow the active parental consent process with grades below seven, and passive parental consent with Grade 7 and above.
    - Follow written school board policy for active and/or passive consent and provide notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.
- **Privacy of Students.** Preserve respondent privacy and the confidentiality of the responses by ensuring that the room set-up prevents anyone from observing how the respondent is answering the survey questions and ensure that reasonable measures are taken to protect the responses after they are collected.
- **Assurance of Confidentiality Agreement.** Ensure that all teachers/proctors assigned to administer the survey sign the Assurance of Confidentiality Agreement and read the Introductory Script to students.
- **Response Rates.** Make best efforts to obtain a response rate of at least 70% of students in surveyed grades.

CALIFORNIA SCHOOL STAFF SURVEY (CSSS) ADMINISTRATION

- Ensure that all staff at participating schools have the opportunity to complete the online survey (CSSS) at each school and for each grade level.

CALIFORNIA SCHOOL PARENT SURVEY (CSPS) ADMINISTRATION

- Coordinate with CalSCHLS staff regarding the administration of online and paper parent survey materials.

- Administer the CSPS to all parents, guardians, or other caregivers of students in all grades and schools in the district.
- Each family (parent/guardian/caregiver) should complete only one survey per school regardless of number of children enrolled in that school.

PAYMENT

Make payment of all CalSCHLS fees, at the current rates for the applicable school year within thirty (30) days of completion of services and receipt of deliverables. See attached fee schedule for the 2024-2025 school year.

II. WESTED AGREES TO PROVIDE:

- Comprehensive technical assistance via email and phone.
- Access to the CHKS online system.
- Access to the CSSS online system.
- Access to the CSPS online system and master copy of the survey instrument for paper administration.
- Access to the CalSCHLS System website (calschls.org).
- Access to the integrated CalSCHLS Administration Instructions on each of the survey websites, which shall cover the tasks that need to be performed in conducting the surveys, and provide step-by-step instructions to District staff with responsibility for coordinating the survey.
- Access to the CalSCHLS Administration PowerPoint presentation, which shall be posted on the CalSCHLS website.
- Monthly editions of the School Climate Connection Newsletter during the school year.
- Scanning and online services.
- **District-level reports within six to ten weeks after receipt of accurate and complete survey information and materials.**

III. ACCESS

Under the Public Records Act, any third-party (for example, the media) can request existing district reports from CDE. Raw data may be provided to public agencies and research agencies by request for analyses only after the requesting agency has executed an agreement with WestEd and/or CDE and has agreed to conditions of strict confidentiality in compliance with state and federal regulations including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 et. seq.), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

CalSCHLS Regional Center staff post District CalSCHLS reports (CHKS and CSSS) to the CalSCHLS System websites in November of the year following survey administration.

IV. CONFIDENTIALITY AGREEMENT

Districts agreeing to administer any of the CalSCHLS surveys (CHKS, CSSS, and CSPS), understand that data will be subject to the conditions stated above. Once produced, district-level reports will be available to outside agencies via the website or upon request, and raw data may be provided to public and research agencies for analysis under strict conditions of confidentiality.

District further agrees to use the CalSCHLS surveys only for use in its own district, and only for so long as this MOU is in effect.

V. GENERAL TERMS AND CONDITIONS

a. Terms. This MOU is effective on September 1, 2024 and expires on June 30, 2025.

b. Amendments. This MOU may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be in writing and signed by both parties.

c. Severability. The provisions of this MOU are severable and the unenforceability of any provision of this MOU shall not affect the enforceability of any other provision hereof.

d. Limitation of Liability. Each party shall bear all costs, risk, and liabilities incurred by it arising out if its obligations and efforts under this MOU. Neither party shall have any right to reimbursement, payment or compensation of any kind from the other party, unless expressly agreed to in writing.

e. Indemnification. District shall defend, indemnify, and hold WestEd, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

   WestEd shall defend, indemnify, and hold District, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of WestEd, its officers, agents, or employees.

f. Dispute resolution. District and WestEd shall exercise commercially reasonable efforts to settle any claim, controversy, or dispute (collectively, "Dispute") arising out of or relating to this MOU. The parties shall discuss any Dispute no later than thirty (30) days after either party gives written notice to the other party of a Dispute, including the legal and factual basis for such Dispute. No arbitration or other proceeding may be commenced before the parties have met pursuant to this provision. In the event that a Dispute cannot be resolved through good faith negotiations, the parties agree that such Dispute shall be finally settled through binding arbitration. The arbitration shall be administered by JAMS, in San Francisco, California, pursuant to its Comprehensive Arbitration Rules and Procedures. The decision of the arbitrator shall be final and conclusive upon the parties. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction. Notwithstanding the foregoing, either party may seek injunctive or provisional relief to protect confidential information at any time.

g. Assignment. District shall not voluntarily or by operation of law, assign or otherwise transfer its rights or obligations under this MOU without prior written consent from WestEd. Any purported assignment in violation of this paragraph shall be void.

h. Execution. This MOU has been negotiated by all parties and shall not be strictly construed against the parties. This MOU may be executed in one or more original, electronic, or faxed counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Each of the persons signing this MOU represents that he or she has the authority to sign on behalf of and bind their respective party.

CalSCHLS

California Survey Administration Fees 2024–2025

All Fees include CDE Subsidies

Questions? Email us at calschls@wested.org

Data Dashboard

Password-Protected Data Dashboard – *$75 per eligible school*

Districts may purchase a two-year subscription to a password-protected, private data dashboard that displays up to 10 years of CalSCHLS data at the district level and individual school level at the subsidized rate of $75 per eligible school.

Survey-Related Fees

	CHKS Student	CSSS Staff	CSPS Parent
Survey Set-up Fee – *per survey type*	$150	$150*	$150
Enrollment Fee – *per student enrolled*	$0.40		
Paper Processing Fee – *per parent survey paper copy returned for manual processing*			$0.40
Supplementary Modules – *per supplemental module*	$100	$100	$100
School Reports – *per school, includes school special reports* *(Elementary and secondary student reports are charged separately.)*	$75	$75	$75
District Raw Data – *per data set*	$75	$75	$75
Countywide Raw Data – *per data set*	$500	$500	$500
Countywide Report – *per report*	$500	$500	

** If you are a district surveying less than 100 students, the CSSS Survey Set-up Fee will be waived.*

Custom Services

Custom Modules – *$200 development fee for every three questions or fraction thereof; $100 for subsequent use of the same module (with no changes)*

Custom Workshops – *$125 per hour (for staffing-related costs), plus travel expenses*

Other Custom Requests – *$100 per hour*

By signing this document, the named District and WestEd signify that each party, has reviewed, understands, agrees to, and will comply with the terms and conditions stated above.

District Representative:	WestEd Staff:
Signature	Signature
Paula Hart Rodas, Ed.D., Superintendent Printed name	Printed name
March 26, 2025 Date	Date

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-2091 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify the following: Purchase orders issued in the amount not to exceed $1,815,629.02 from February 25, 2025, through March 10, 2025; Warrants in the amount of $2,246,859.23 paid from February 25, 2025, through March 10, 2025; Payroll in the amount of $5,821,218.56 issued February 25, 2025, through March 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 2091 Purchase order & payment of bills (a-c)_3-26-25.pdf

Report ID:	**FIN-PROC-0099**	**Monrovia Unified School District**
Run Date:	**03/10/2025**	**Purchase Order Board List**
Run Time:	**3:47:50 PM**	**From 02/25/25 - To 03/10/25**

Cover Page

Prompts and Parameters

From Approval Date:	2/25/25
To Approval Date:	3/10/25
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
Run Date: 03/10/2025
Run Time: 3:47:50 PM

Monrovia Unified School District
Purchase Order Board List
From 02/25/25 - To 03/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/25/25	PO2W-64790-1650000-250000000832-1-New		CLASS Training Environment assessment	0000223922-KATHY GOMEZ	Preschool	12.0-61050.0-00010-10000-5850-1650000	$4,600.00	$0.00
PO2W-64790-1650000-250000000832-1-New						**Sum:**	**$4,600.00**	**$0.00**
02/25/25	PO2W-64790-2020000-250000000831-1-New		Relyant Open PO 24/25 Water Service @ Mayflower	0000223297-Relyant	Mayflower	01.0-00000.0-00000-82100-4390-2020000	$599.88	$599.88
PO2W-64790-2020000-250000000831-1-New						**Sum:**	**$599.88**	**$599.88**
02/25/25	PO2W-64790-2030000-250000000830-1-New		Audio and Video System Project at Monroe	0000395393-Avidex Industries, LLC	Monroe	01.0-67700.0-11100-10000-6410-2030000	$10,656.62	$10,656.62
02/25/25			Audio and Video System Project at Monroe	0000395393-Avidex Industries, LLC	Monroe	01.0-67700.0-17030-10000-6410-2030000	$14,260.41	$14,260.41
PO2W-64790-2030000-250000000830-1-New						**Sum:**	**$24,917.03**	**$24,917.03**
02/25/25	PO2W-64790-6010012-250000000817-1-New		Half-Page Ad for Monrovia Reads Fundraiser Sponsorship	0000223339-MONROVIA READS	Superintendent	01.0-00000.0-00000-71100-5839-6010016	$150.00	$0.00
PO2W-64790-6010012-250000000817-1-New						**Sum:**	**$150.00**	**$0.00**
02/25/25	PO2W-64790-6010015-250000000828-1-New		SpEd Office Supplies	0000223395-AMAZON.COM	Pupil Services	01.0-65000.0-57600-11900-4310-6010015	$161.45	$161.45
PO2W-64790-6010015-250000000828-1-New						**Sum:**	**$161.45**	**$161.45**
02/25/25	PO2W-64790-6010040-250000000105-2-Modification	1	Professional Fiscal Services(non-audit) 24-25	0000366887-Eide Baily LLP	Business	01.0-00000.0-00000-72001-5850-6010040	$325,000.00	$46,762.50
PO2W-64790-6010040-250000000105-2-Modification						**Sum:**	**$325,000.00**	**$46,762.50**

Monrovia Unified School District
Purchase Order Board List
From 02/25/25 - To 03/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/26/25	PO2W-64790-2010000-250000000431-2-Modification	1	Scholastic Let's Find Out Magazine Subscription	0000223951-SCHOLASTIC INC.	Bradoaks	01.4-07102.0-11100-10000-4310-2010400	$2,521.18	$815.42
PO2W-64790-2010000-250000000431-2-Modification						**Sum:**	**$2,521.18**	**$815.42**
02/26/25	PO2W-64790-2030000-250000000833-1-New		Southwest school office Supplies-Quote supplies testing.clas	0000223928-SOUTHWEST SCHOOL & OFFICE	Monroe	01.0-00000.0-11100-10000-4310-2030000	$2,331.78	$2,331.78
PO2W-64790-2030000-250000000833-1-New						**Sum:**	**$2,331.78**	**$2,331.78**
02/26/25	PO2W-64790-6040047-250000000834-1-New		Roofing MHS Gym - metal coping-wind damage	0000358334-F C and Sons Roofing Inc	Maintenance	01.0-81500.0-00000-81106-5810-6040047	$17,907.00	$17,907.00
PO2W-64790-6040047-250000000834-1-New						**Sum:**	**$17,907.00**	**$17,907.00**
02/27/25	PO2W-64790-1650000-250000000108-4-Modification	3	Amazon Open PO 24/25 - School & Office Supply CELC	0000223395-AMAZON.COM	Preschool	12.0-61050.0-00010-10000-4390-1650000	$7,500.00	$2,950.64
PO2W-64790-1650000-250000000108-4-Modification						**Sum:**	**$7,500.00**	**$2,950.64**
02/27/25	PO2W-64790-1650000-250000000522-2-Modification	1	Blanket PO for Lakeshore CELC - Instructional Supplies	0000223944-DBA LAKESHORE LEARNING MATERIALS	Preschool	12.0-61050.0-00010-10000-4310-1650000	$5,000.00	$774.87
PO2W-64790-1650000-250000000522-2-Modification						**Sum:**	**$5,000.00**	**$774.87**
02/27/25	PO2W-64790-2020000-250000000835-1-New		Classroom and Office Supplies - Mayflower	0000223928-SOUTHWEST SCHOOL & OFFICE	Mayflower	01.0-00000.0-11100-10000-4310-2020000	$4,332.74	$4,332.74
PO2W-64790-2020000-250000000835-1-New						**Sum:**	**$4,332.74**	**$4,332.74**

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02/27/25	PO2W-64790-6000000-250000000479-3-Modification	2	USA Alarm Contract Service 24/25 Security & Fire	0000223202-USA ALARM SYSTEMS	District Wide	01.0-00000.0-00000-83200-5630-6010040	$61,132.50	$16,310.00
PO2W-64790-6000000-250000000479-3-Modification						**Sum:**	**$61,132.50**	**$16,310.00**
02/27/25	PO2W-64790-6040047-250000000812-2-Modification	1	Bradoaks RM 21 - Work Order 100085277	0000397655-Emcor Services Mesa Energy	Maintenance	01.0-81500.0-00000-81106-5810-3060000	$6,958.71	$6,958.71
PO2W-64790-6040047-250000000812-2-Modification						**Sum:**	**$6,958.71**	**$6,958.71**
02/28/25	PO2W-64790-2030000-250000000838-1-New		The Library Store-Library stamp label protector - Monroe	0000350420-The Library Store	Monroe	01.0-00000.0-11100-10000-4310-2030000	$217.46	$217.46
PO2W-64790-2030000-250000000838-1-New						**Sum:**	**$217.46**	**$217.46**
02/28/25	PO2W-64790-3060000-250000000840-1-New		ARTS INSTRUCTIONAL SUPPLIES - Clifton	0000223353-BLICK ART MATERIALS	Clifton	01.0-67700.0-17010-10000-4310-3060000	$585.08	$585.08
PO2W-64790-3060000-250000000840-1-New						**Sum:**	**$585.08**	**$585.08**
02/28/25	PO2W-64790-6010014-250000000836-1-New		order: IMD741Student desks for Video Production	0000349852-McDowell-Craig Office Furniture	Instructional Services	01.0-63880.0-38000-10000-4410-6010014	$5,011.36	$0.00
02/28/25			order: IMD741Student desks for Video Production	0000349852-McDowell-Craig Office Furniture	Instructional Services	01.6-07102.0-11100-10000-4310-6001200	$3,155.36	$0.00
02/28/25			order: IMD741Student desks for Video Production	0000349852-McDowell-Craig Office Furniture	Instructional Services	01.6-07102.0-11100-10000-4410-6001200	$21,062.99	$0.00
PO2W-64790-6010014-250000000836-1-New						**Sum:**	**$29,229.71**	**$0.00**

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02/28/25	PO2W-64790-6010014-250000000837-1-New		order: IMD749 Student desks for CTEIG Pathways	0000349852-McDowell-Craig Office Furniture	Instructional Services	01.0-63880.0-38000-10000-4410-6010014	$29,986.29	$0.00
02/28/25			order: IMD749 Student desks for CTEIG Pathways	0000349852-McDowell-Craig Office Furniture	Instructional Services	01.6-07102.0-11100-10000-4310-6001200	$4,338.61	$0.00
02/28/25			order: IMD749 Student desks for CTEIG Pathways	0000349852-McDowell-Craig Office Furniture	Instructional Services	01.6-07102.0-11100-10000-4410-6001200	$65,893.84	$0.00
PO2W-64790-6010014-250000000837-1-New						**Sum:**	**$100,218.74**	**$0.00**
02/28/25	PO2W-64790-6010014-250000000839-1-New		AP Supplemental Materials for Monrovia High School	0000358321-Josh Zeeman	Instructional Services	01.0-41270.1-11100-10000-5841-6000000	$460.00	$0.00
PO2W-64790-6010014-250000000839-1-New						**Sum:**	**$460.00**	**$0.00**
02/28/25	PO2W-64790-6010015-250000000841-1-New		Attorney Fees for OAH Case 2024-081125	0000336682-Rivers Law, Inc., APC	Pupil Services	01.0-65000.0-50010-39000-5821-6010015	$8,500.00	$0.00
PO2W-64790-6010015-250000000841-1-New						**Sum:**	**$8,500.00**	**$0.00**
02/28/25	PO2W-64790-6040047-250000000284-3-Modification	2	Open PO DW hardware and plumbing Supplies 2024-25	0000223830-HIRSCH PIPE & SUPPLY CO., INC	Maintenance	01.0-81500.0-00000-81100-4380-6040047	$30,000.00	$10,264.91
PO2W-64790-6040047-250000000284-3-Modification						**Sum:**	**$30,000.00**	**$10,264.91**
02/28/25	PO3W-64790-2030000-250000000210-1-New		Amazon for Monroe Teachers request and school beautification	0000223395-AMAZON.COM	Monroe	01.0-00000.0-11100-10000-4310-2030000	$460.84	$460.84
PO3W-64790-2030000-250000000210-1-New						**Sum:**	**$460.84**	**$460.84**

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03/03/25	PO2W-64790-3070000-250000000846-1-New		Open PO for Office Supplies from ODP - Santa Fe	0000236666-ODP Business Solutions, LLC	Santa Fe	01.0-00000.0-11100-10000-4310-3070000	$5,000.00	$5,000.00
PO2W-64790-3070000-250000000846-1-New						**Sum:**	**$5,000.00**	**$5,000.00**
03/03/25	PO2W-64790-3070000-250000000847-1-New		Invoices from JW Pepper for music lyrics for music classes.	0000223947-J.W. Pepper & Son, Inc	Santa Fe	01.4-07102.0-17040-10000-4310-3070400	$501.24	$0.00
PO2W-64790-3070000-250000000847-1-New						**Sum:**	**$501.24**	**$0.00**
03/03/25	PO2W-64790-3070000-250000000848-1-New		Music sheets for band students in music classes - Santa Fe	0000223947-J.W. Pepper & Son, Inc	Santa Fe	01.0-67700.0-17040-10000-4310-3070000	$368.22	$368.22
PO2W-64790-3070000-250000000848-1-New						**Sum:**	**$368.22**	**$368.22**
03/03/25	PO2W-64790-7100000-250000000842-1-New		CPR -Medical students - Adult Ed	0000440392-Care Ed Health	Adult Education School	11.0-63910.0-41340-10000-5890-7100000	$550.00	$0.00
PO2W-64790-7100000-250000000842-1-New						**Sum:**	**$550.00**	**$0.00**
03/03/25	PO2W-64790-7100000-250000000843-1-New		Job Fair Marketing & Recruiting - Adult Ed	0000223571-Madmen Marketing Consultants, LLC	Adult Education School	11.0-00000.0-00000-27000-5844-7100000	$16,000.00	$0.00
PO2W-64790-7100000-250000000843-1-New						**Sum:**	**$16,000.00**	**$0.00**
03/03/25	PO2W-64790-7100000-250000000844-1-New		Peer Support Certification Application - Adult Ed	0000390384-California Mental Health Services Authority	Adult Education School	11.0-63910.0-41340-10000-5890-7100000	$4,750.00	$0.00
PO2W-64790-7100000-250000000844-1-New						**Sum:**	**$4,750.00**	**$0.00**
03/03/25	PO2W-64790-7100000-250000000845-1-New		Ceramics Clay - Adult Ed	0000223946-LAGUNA CLAY	Adult Education School	11.0-00000.0-41100-10000-4310-7100000	$3,748.42	$3,748.42

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PO2W-64790-7100000-250000000845-1-New						**Sum:**	**$3,748.42**	**$3,748.42**
03/03/25	PO3W-64790-2010000-250000000212-1-New		Classroom Supplies - Bradoaks	0000236666-ODP Business Solutions, LLC	Bradoaks	01.0-00000.0-00000-27000-4350-2010000	$455.81	$455.81
PO3W-64790-2010000-250000000212-1-New						**Sum:**	**$455.81**	**$455.81**
03/04/25	PO2W-64790-4080000-250000000849-1-New		Riddell - Reconditioning of football equipment Qt # 2036086	0000223419-RIDDELL	MHS	01.0-00000.0-15000-42000-4310-4080000	$14,690.76	$14,690.76
PO2W-64790-4080000-250000000849-1-New						**Sum:**	**$14,690.76**	**$14,690.76**
03/04/25	PO2W-64790-6010015-250000000513-2-Modification	1	Basic Education for SPED Student 1049848828	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	$61,476.07	$29,282.99
03/04/25		1	Basic Education for SPED Student 1049848828	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	$24,291.93	$11,571.01
03/04/25		1	Basic Education for SPED Student 1049848828	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	$2,749.79	$672.61
03/04/25		1	Basic Education for SPED Student 1049848828	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11902-5150-6010015	$3,286.68	$1,955.06
03/04/25		1	Basic Education for SPED Student 1049848828	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	$5,017.98	$2,400.53
PO2W-64790-6010015-250000000513-2-Modification						**Sum:**	**$96,822.45**	**$45,882.20**
03/04/25	PO2W-64790-6010015-250000000850-1-New		Maintenance of SEIS/SIS Integration Services	0000223314-SAN JOAQUIN COUNTY OF EDUCATION	Pupil Services	01.0-65000.0-57600-39000-5810-6010015	$1,113.00	$0.00
PO2W-64790-6010015-250000000850-1-New						**Sum:**	**$1,113.00**	**$0.00**

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03/04/25	PO2W-64790-6010015-250000000851-1-New		Instructional Materials for SPED Teachers	0000454439-Screencastify, LLC	Pupil Services	01.0-65000.0-57600-11100-4310-6010015	$540.00	$540.00
PO2W-64790-6010015-250000000851-1-New						**Sum:**	**$540.00**	**$540.00**
03/04/25	PO2W-64790-6010015-250000000852-1-New		Attorney Fees for OAH Case 2024-080523	0000223385-WOODSMALL LAW GROUP	Pupil Services	01.0-65000.0-50010-39000-5821-6010015	$23,000.00	$0.00
PO2W-64790-6010015-250000000852-1-New						**Sum:**	**$23,000.00**	**$0.00**
03/04/25	PO2W-64790-6010015-250000000853-1-New		Office Supplies 23/24 Invoice	0000236666-ODP Business Solutions, LLC	Pupil Services	01.0-00000.0-00000-39000-4350-6010015	$63.24	$0.00
PO2W-64790-6010015-250000000853-1-New						**Sum:**	**$63.24**	**$0.00**
03/04/25	PO2W-64790-6010015-250000000854-1-New		Assessment Materials for School Psychologists	0000409648-Lizette Edrosa	Pupil Services	01.0-65000.0-57600-31200-4310-6010015	$65.38	$65.38
PO2W-64790-6010015-250000000854-1-New						**Sum:**	**$65.38**	**$65.38**
03/04/25	PO2W-64790-6010015-250000000855-1-New		Educational Supplies for Student 7518919364	0000223395-AMAZON.COM	Pupil Services	01.0-65000.0-57600-11900-4310-6010015	$66.12	$66.12
PO2W-64790-6010015-250000000855-1-New						**Sum:**	**$66.12**	**$66.12**
03/04/25	PO2W-64790-6040047-250000000829-2-Modification	1	Bradoaks - Service Order # 100076613	0000397655-Emcor Services Mesa Energy	Maintenance	01.0-81500.0-00000-81106-5810-2010000	$1,195.00	$0.00
03/04/25		1	Bradoaks - Service Order # 100076613	0000397655-Emcor Services Mesa Energy	Maintenance	01.0-81500.0-00000-81106-5810-3060000	$3,780.00	$0.00
03/04/25		1	Bradoaks - Service Order # 100076613	0000397655-Emcor Services Mesa Energy	Maintenance	01.0-81500.0-00000-81106-5810-3070000	$233.86	$0.00

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03/04/25		1	Bradoaks - Service Order # 100076613	0000397655-Emcor Services Mesa Energy	Maintenance	01.0-81500.0-00000-81106-5810-4080000	$3,665.17	$0.00
PO2W-64790-6040047-250000000829-2-Modification						**Sum:**	**$8,874.03**	**$0.00**
03/04/25	PO3W-64790-6010015-250000000213-1-New		Supplies for Workability SPED	0000223395-AMAZON.COM	Pupil Services	01.0-65200.0-57600-11900-4310-6010015	$392.91	$392.91
PO3W-64790-6010015-250000000213-1-New						**Sum:**	**$392.91**	**$392.91**
03/04/25	PO3W-64790-6010015-250000000214-1-New		Business Cards for Sped TOSA	0000223345-IMPRINTABILITY	Pupil Services	01.0-00000.0-00000-39000-4350-6010015	$38.59	$38.59
PO3W-64790-6010015-250000000214-1-New						**Sum:**	**$38.59**	**$38.59**
03/05/25	PO2W-64790-1650000-250000000864-1-New		Amazon: CELC: Prop 28 art night/ day	0000223395-AMAZON.COM	Preschool	01.0-67700.0-17010-10000-4310-1650000	$1,201.68	$1,201.68
PO2W-64790-1650000-250000000864-1-New						**Sum:**	**$1,201.68**	**$1,201.68**
03/05/25	PO2W-64790-2010000-250000000863-1-New		Field trip to LA Zoo - Bradoaks	0000335239-Los Angeles Zoo	Bradoaks	01.0-90125.0-11100-41000-5881-2010000	$225.00	$225.00
PO2W-64790-2010000-250000000863-1-New						**Sum:**	**$225.00**	**$225.00**
03/05/25	PO2W-64790-3060000-250000000862-1-New		Art Materials and Supplies - Clifton	0000223395-AMAZON.COM	Clifton	01.0-67700.0-17010-10000-4310-3060000	$837.15	$837.15
PO2W-64790-3060000-250000000862-1-New						**Sum:**	**$837.15**	**$837.15**
03/05/25	PO2W-64790-4090000-250000000860-1-New		IXL site license (Grade 9-12) Subject: Math/ELA for 1 Year	0000223618-IXL LEARNING INC	Canyon Oaks	01.0-30100.0-11100-10000-5841-4090000	$1,347.50	$1,347.50

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03/05/25			IXL site license (Grade 9-12) Subject: Math/ELA for 1 Year	0000223618-IXL LEARNING INC	Canyon Oaks	01.0-30100.0-11100-10000-5841-5180000	$1,347.50	$1,347.50
PO2W-64790-4090000-250000000860-1-New						**Sum:**	**$2,695.00**	**$2,695.00**
03/05/25	PO2W-64790-4090000-250000000865-1-New		Reimbursement for Fil Lujan	0000454993-Fil Lujan	Canyon Oaks	01.0-67700.0-17030-10000-5884-4090000	$131.00	$0.00
PO2W-64790-4090000-250000000865-1-New						**Sum:**	**$131.00**	**$0.00**
03/05/25	PO2W-64790-6010014-250000000856-1-New		Instructional Materials Game Development Class at MHS	0000223395-AMAZON.COM	Instructional Services	01.0-35500.0-38006-10000-4310-6010014	$818.91	$818.91
PO2W-64790-6010014-250000000856-1-New						**Sum:**	**$818.91**	**$818.91**
03/05/25	PO2W-64790-6010014-250000000857-1-New		Instructional Materials for Game Development Class at MHS	0000223395-AMAZON.COM	Instructional Services	01.0-63880.0-38000-10000-4310-6010014	$163.21	$163.21
PO2W-64790-6010014-250000000857-1-New						**Sum:**	**$163.21**	**$163.21**
03/05/25	PO2W-64790-6010014-250000000861-1-New		Quote 1458394-2 Rosetta Stone for Immigrant Student Program	0000223618-IXL LEARNING INC	Instructional Services	01.0-42010.0-11100-10000-5841-6000000	$11,000.00	$11,000.00
PO2W-64790-6010014-250000000861-1-New						**Sum:**	**$11,000.00**	**$11,000.00**
03/05/25	PO2W-64790-6040047-250000000858-1-New		Wildrose - Work Order 100085527	0000397655-Emcor Services Mesa Energy	Maintenance	01.0-81500.0-00000-81106-5810-3060000	$3,881.68	$3,881.68
PO2W-64790-6040047-250000000858-1-New						**Sum:**	**$3,881.68**	**$3,881.68**
03/05/25	PO2W-64790-6040047-250000000859-1-New		Open PO MOT Supplies 2024/25	0000223996-GRAINGER, INC	Maintenance	01.0-81500.0-00000-81100-4380-6040047	$5,000.00	$5,000.00

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PO2W-64790-6040047-250000000859-1-New						**Sum:**	**$5,000.00**	**$5,000.00**
03/05/25	PO2W-64790-6040047-250000000866-1-New		MHS Boiler Repairs - Quote #25-062616	0000397655-Emcor Services Mesa Energy	Maintenance	01.0-81500.0-00000-81106-5810-4080000	$15,316.00	$15,316.00
PO2W-64790-6040047-250000000866-1-New						**Sum:**	**$15,316.00**	**$15,316.00**
03/05/25	PO3W-64790-4080000-250000000215-1-New		ODP- School Supplies - MHS	0000236666-ODP Business Solutions, LLC	MHS	01.0-00000.0-11100-10000-4310-4080000	$761.72	$761.72
PO3W-64790-4080000-250000000215-1-New						**Sum:**	**$761.72**	**$761.72**
03/06/25	PO2W-64790-6040047-250000000868-1-New		Bradoaks HVAC Unit Replacement - Invoice 910061838	0000397655-Emcor Services Mesa Energy	Maintenance	01.0-81500.0-00000-81106-5810-2010000	$24,974.00	$0.00
PO2W-64790-6040047-250000000868-1-New						**Sum:**	**$24,974.00**	**$0.00**
03/07/25	PO2W-64790-3070000-250000000867-1-New		Open PO Amazon - Office and Instructional Supplies Santa Fe	0000223395-AMAZON.COM	Santa Fe	01.0-00000.0-11100-10000-4310-3070000	$5,000.00	$5,000.00
PO2W-64790-3070000-250000000867-1-New						**Sum:**	**$5,000.00**	**$5,000.00**
03/07/25	PO2W-64790-3070000-250000000869-1-New		Math License program	0000444344-Interstellar Inc.	Santa Fe	01.4-07102.0-11100-10000-5841-3070400	$195.00	$195.00
PO2W-64790-3070000-250000000869-1-New						**Sum:**	**$195.00**	**$195.00**
03/07/25	PO2W-64790-6010014-250000000870-1-New		Eureka Math Program Curriculum for TK	0000224007-SCHOLASTIC INC.	Instructional Services	01.0-60530.0-11100-10000-4210-6000000	$230.19	$230.19
PO2W-64790-6010014-250000000870-1-New						**Sum:**	**$230.19**	**$230.19**

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From 02/25/25 - To 03/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
03/07/25	PO2W-64790-6010015-250000000292-4-Modification	3	Open PO 24/25 Para Educator Services for SpEd Students	0000223562-RO HEALTH INC	Pupil Services	01.0-65000.0-57600-11100-5110-6010015	$0.00	$0.00
03/07/25		3	Open PO 24/25 Para Educator Services for SpEd Students	0000223562-RO HEALTH INC	Pupil Services	01.0-65000.0-57600-11100-5810-6010015	$425,000.00	$150,000.00
PO2W-64790-6010015-250000000292-4-Modification						**Sum:**	**$425,000.00**	**$150,000.00**
03/07/25	PO2W-64790-6010015-250000000296-2-Modification	1	Open PO 24/25 Psychological Services for SpEd Students	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-33270.0-57600-31200-5110-6010015	$28,245.00	$716.01
03/07/25		1	Open PO 24/25 Psychological Services for SpEd Students	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-33270.0-57600-31200-5810-6010015	$25,000.00	$633.75
03/07/25		1	Open PO 24/25 Psychological Services for SpEd Students	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65460.0-57600-31200-5110-6010015	$346,755.00	$203,720.24
PO2W-64790-6010015-250000000296-2-Modification						**Sum:**	**$400,000.00**	**$205,070.00**
03/07/25	PO2W-64790-6010015-250000000308-2-Modification	1	Mileage Reimbursement to Parent of SPED Student 4214747272	0000223607-Shane & Diana Nichols	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	$4,500.00	$2,500.00
PO2W-64790-6010015-250000000308-2-Modification						**Sum:**	**$4,500.00**	**$2,500.00**
03/07/25	PO3W-64790-2010000-250000000217-1-New		Classroom Supplies - Bradoaks	0000223395-AMAZON.COM	Bradoaks	01.0-00000.0-11100-10000-4310-2010000	$639.76	$639.76
PO3W-64790-2010000-250000000217-1-New						**Sum:**	**$639.76**	**$639.76**

Monrovia Unified School District
Purchase Order Board List
From 02/25/25 - To 03/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
03/07/25	PO3W-64790-6010014-250000000137-3-Modification	2	Proposal #2111888195 CTE Video Production	0000223925-APPLE COMPUTER, INC.	Instructional Services	01.0-63870.0-38000-10000-4440-6010014	$62,525.14	$2,675.64
03/07/25		2	Proposal #2111888195 CTE Video Production	0000223925-APPLE COMPUTER, INC.	Instructional Services	01.0-63870.1-38000-10000-4440-6010014	$7,156.27	$306.23
03/07/25		2	Proposal #2111888195 CTE Video Production	0000223925-APPLE COMPUTER, INC.	Instructional Services	01.0-63880.0-38000-10000-4440-6010014	$3,826.90	$3,826.90
PO3W-64790-6010014-250000000137-3-Modification						**Sum:**	**$73,508.31**	**$6,808.77**
03/07/25	PO3W-64790-6010014-250000000189-2-Modification	1	Eureka Math Program Curriculum for TK	0000223395-AMAZON.COM	Instructional Services	01.0-60530.0-11100-10000-4210-6000000	$261.66	$76.70
PO3W-64790-6010014-250000000189-2-Modification						**Sum:**	**$261.66**	**$76.70**
03/10/25	PO2W-64790-2050000-250000000387-2-Modification	1	Open PO - Amazon - From Arts Donations	0000223395-AMAZON.COM	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	$8,500.00	$5,282.88
PO2W-64790-2050000-250000000387-2-Modification						**Sum:**	**$8,500.00**	**$5,282.88**
03/10/25	PO2W-64790-4080000-250000000872-1-New		MTI - Music Theatre International - MHS	0000224022-MUSIC THEATRE INTERNATIONAL	MHS	01.0-67700.0-17040-10000-5810-4080000	$4,157.00	$4,157.00
PO2W-64790-4080000-250000000872-1-New						**Sum:**	**$4,157.00**	**$4,157.00**
03/10/25	PO2W-64790-6040049-250000000871-1-New		Annual Smoke Test for all Diesel Buses 2024-25	0000223389-DIESEL AIR FLEET SERVICE	Transportation	01.0-07230.0-00000-36000-5890-6040049	$750.00	$750.00
PO2W-64790-6040049-250000000871-1-New						**Sum:**	**$750.00**	**$750.00**
03/10/25	PO3W-64790-0000000-250000000216-1-New	0	Copy Paper - Warehouse Inventory	0000236666-ODP Business Solutions, LLC	No Location	01.0-00000.0-00000-00000-9320-0000000	$15,545.25	$15,545.25

Monrovia Unified School District
Purchase Order Board List
From 02/25/25 - To 03/10/25

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO3W-64790-0000000-250000000216-1-New						**Sum:**	**$15,545.25**	**$15,545.25**
03/10/25	PO3W-64790-4080000-250000000218-1-New		Amazon - MHS Huerta	0000223395-AMAZON.COM	MHS	01.0-00000.0-11100-10000-4310-4080000	$176.36	$176.36
PO3W-64790-4080000-250000000218-1-New						**Sum:**	**$176.36**	**$176.36**
03/10/25	PO3W-64790-4080000-250000000219-1-New		SSS- School Supplies - MHS	0000223928-SOUTHWEST SCHOOL & OFFICE	MHS	01.0-00000.0-11100-10000-4310-4080000	$335.87	$335.87
PO3W-64790-4080000-250000000219-1-New						**Sum:**	**$335.87**	**$335.87**
							$1,815,629.02	**$646,266.85**

MONROVIA UNIFIED SCHOOL DISTRICT

RATIFICATION OF WARRANTS

RECOMMENDED FOR BOARD APPROVAL

March 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: February 25, 2025, through March 10, 2025

B WARRANTS

2/25/2025 - 3/10/2025	000000022053319	thru	000000022073268	$ **2,246,859.23**

Total B Warrants:

$ 2,246,859.23

*01.0	General Fund	$ 639,258.60
*01.4	S & C - Current Year Allocation	$ 18,861.25
*11.0	Adult Education Fund	$ 25,198.14
*12.0	Child Development Fund	$ 7,792.14
*13.0	Food Service Fund	$ 463.40
*21.0	Measure MM Bond Fund	$1,175,475.80
*76.0	Warrant Pass-through Fund	$ 285,359.10

**B Warrants categorized by fund.*

DATE ISSUED: February 25, 2025, through March 10, 2025

PAYROLL:

Certificated Salaries and Wages	$	2,869,002.65
Classified Salaries and Wages	$	1,189,311.70
CalSTRS and CalPERS Contributions	$	826,115.73
Health & Welfare Contributions	$	757,796.24
Employer Payroll Taxes	$	178,992.24
Total Salary and Benefits:	**$**	**5,821,218.56**

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-2092- ACCEPTANCE OF GIFTS

RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2025-11.

Rationale:

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

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 #2025-11-03-26-25.pdf

MONROVIA UNIFIED SCHOOL DISTRICT
Acceptance of Gifts Report No. 2025-11
Board Meeting 20250326

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
1	Cash	Ohiophyle Prints Inc.	$62.68	To benefit the students and staff of Monrovia High School.	Adrian Ayala, Principal Monrovia High School	D-0326023	Increase site donation
2							
3							
4							
5							
6							
7							
8							
9							
10							

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-2093 - PROFESSIONAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report No. 10 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.

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

6. 24/25-3062 - PERSONNEL ASSIGNMENTS

RECOMMENDATION

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

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 20250326 Personnel Report 13.pdf

* Agenda Item 24/25-3062
March 26, 2025

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #13

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	#	Michael	Danielson	Daily Substitute Teacher	Employ, as needed	3/12/2025	District-wide	As needed	G	00000.0	000003	$190./day	100%
2	#	Carrie	Sachs	Daily Substitute Teacher	Employ, as needed	3/10/2025	District-wide	As needed	G	00000.0	000003	$190./day	100%
3	#	Megan	Sluiter	Daily Substitute Teacher	Employ, as needed	3/10/2025	District-wide	As needed	G	00000.0	000003	$190./day	100%

B. Supplemental Hours/Special Assignments

		First Name	Last Name	Classification	Action	Effective	Site	Hours	Program		Position	Range	Percentage
4	#	Amanda	Alfieri	Teacher Ex Hrs	Intervention Program: Math tutoring for State Test	3/3/25 - 5/30/25	Clifton	NTE: 3 hrs/wk	C	07102.0	003389	$40/hr	100%
5	#	Kevin	Mercado	Teacher Ex Hrs	Supervision of Student Interns and Student Certifications	3/3/25 - 5/30/25	MHS	NTE: 60 hrs total	C	63880.0	003358	$40/hr	100%
6	#	Virginia	Recendez	Teacher Ex Hrs	To provide Home Hospital Instruction for general education student #111120707	2/24/25 - 3/22/25	MHS	NTE: 5 hrs/wk	G	00000.0	004636	$40/hr	100%
7	#	Susana	Reveles	Teacher Ex Hrs	Short Term Independent Study Coordinator to assist unduplicated subgroups of students	2/3/25 - 6/4/25	Plymouth	NTE: 60 hrs total	G	00000.0	003277	$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
8		Adrian	Ayala	HS Principal	Voluntary Resignation	6/30/2025	MHS
9		Dominic	Picon	HS Assistant Principal	Voluntary Resignation	6/30/2025	MHS
10		Morena	Tejada-Fisher	HS Assistant Principal	Voluntary Resignation	6/30/2025	MHS

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

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
11	#	Kristen	Reynolds	Substitute Teacher	Aprove Stipend: Gate Coordinator	3/1/25 - 6/30/25	Bradoaks		G	00000.0	001192	$500	100%

F. Other - Volunteers

		First Name	Last Name	Classification	Action	Effective	Site
12	#	Maria	Aguilera Magallon	Volunteer I	Approve	3/13/2025	Mayflower
13	#	Kelly	Berardi	Volunteer I	Approve	2/28/2025	Mayflower
14	#	Vanessa	Boudreau	Volunteer I	Approve	3/11/2025	Bradoaks
15	#	Roseane	Casuga	Volunteer I	Approve	3/10/2025	Plymouth
16	#	Sandra	Contreras	Volunteer I	Approve	3/6/2025	Clifton
17	#	Bryne	Lim	Volunteer I	Approve	3/6/2025	Wild Rose
18	#	Marlene	Nunez	Volunteer I	Approve	2/28/2025	Bradoaks
19	#	Mayra	Ortiz	Volunteer I	Approve	3/5/2025	MHS, Plymouth
20	#	Alejandra	Worozaken	Volunteer I	Approve	3/11/2025	Bradoaks
21	#	Melissa	Wymer	Volunteer I	Approve	3/6/2025	CELC

*Agenda Item 24/25-3062
March 26, 2025

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #13

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

A. Employments

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
1	#	Natalie	Yohn	Campus Assistant	Bradoaks	Employ	$1441.16/mo	4	1	4 hr./d.; 9 mo./yr.	3/10/2025	003792	G	00000.0	100%

B. Supplemental Hours/Special Assignments

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
2	#	Phillip	Carmona-Wayman	Custodian Extra Hours	Clifton	Employ: Custodial services before, during and after the rehearsals and performances of *The Addams Family Musical Jr.*	$21.69/hr.	21	3	NTE: 5 hours per day.	2/22/25-4/27/25	004655	C	67700.0	100%
3	#	Devin	Harbaugh	Student Worker	MHS	Employ: Transition Partnership Program.	$16.50/hr.	Flat	Rate	NTE: 100 hours total.	2/19/25-6/30/25	004330	C	34100.0	100%
4	#	Debbie	Kao	Interpreter	Wild Rose	Employ: Parent-Teacher conferences.	$27.00/hr.	Flat	Rate	NTE: 5 hours per day.	3/3/25-6/4/25	004657	G	00000.0	100%
5	#	Brianna	Muro	Student Worker	MHS	Employ: Transition Partnership Program.	$16.50/hr.	Flat	Rate	NTE: 100 hours total.	2/19/25-6/30/25	004330	C	34100.0	100%

C. Leaves of Absence

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
6	*	Fabiola	Diaz	Clerical Assistant I	Bradoaks	Unpaid Leave of Absence	$17.77/hr.	17	1	3hr./d.; 9 mo./yr.	2/18/25-**3/7/25**; 12/31/25, originally Board approved 3/12/25.	000789	G	00000.0	100%

D. Resignations, Retirements, and Separations

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
7	#	Catherine	Craig	Campus Assistant	Monroe	Voluntary Resignation	$16.63/hr.	4	3	2.5 hr./d.; 9 mo./yr.	3/14/2025	003794	G	00000.0	100%
8	#	Steven	Duran	Instructional Assistant - Special Education	Clifton	Voluntary Resignation	$2907.76/mo	21	2	6.5 hr./d.; 9 mo./yr.	2/24/2025	004391	C	65000.0	100%
9	#	Steven	Fonseca	Instructional Aide-Severe Disabilities	PPS/AUSD	Voluntary Resignation	$3154.63/mo	18	4	6.88 hr./d.; 9 mo./yr.	3/12/2025	004307	C	65002.0	100%
10	#	Nicholas	Gimenez	School/Community Liaison	Monroe	Voluntary Resignation	$21.70/hr.	19	4	3.75 hr./d.; 9 mo./yr.	3/7/2025	000564	C	07102.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

D. Resignations, Retirements, and Separations (continued)

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
11	#	Damien	Granado	Instructional Assistant - Special Education	Bradoaks	Voluntary Resignation	$2550.03/mo	21	1	6. hr./d.; 9 mo./yr.	3/3/2025	004389	C	65000.0	100%
12		Diana	Velasco Medina	Instructional Aide - Kindergarten	Mayflower	Voluntary Resignation	$17.81/jr.	15	2	3 hr./d.; 9 mo./yr.	4/10/2025	003892	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
13	#	Maria	Avila	Instructional Assistant - Behavior	Wild Rose	Transfer from Clifton, based on student need.	$3596.82/mo	20	6	6.76 hr./d.; 9 mo./yr.	2/14/2025	003625	C	65000.0	100%
14	#	Obdulia	Moreno	Credential Analyst	Human Resources	Change in position number.	$5952.69/mo	15-S	4	8 hr./d.; 12 mo./yr.	10/10/2022	004652	G G	00000.0 00000.0	80% 20%
15	*	Norbert	Solomon	Instructional Assistant - Special Education	Wild Rose ~~Santa Fe~~	Transfer as reported on 10/9/2024 Board report did not take place. ~~Transfer from Wild Rose~~	$3872.47/mo	21	6	7.1 hr./d.; 9 mo./yr.	8/14/2024	004378 ~~004392~~	C	65000.0	100%

F. Other

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program		Percent
16	#	Ozzie	Ayala	Classified Stipend	Clifton	Approve stipend: Girls Soccer Coach.	$1,000. stipend paid over 4 months.	3/1/25-6/30/25	001191	C	00701.0	100%
17	#	Ozzie	Ayala	Classified Stipend	Clifton	Approve stipend: Boys Track and Field.	$2,000. stipend paid over 4 months.	3/1/25-6/30/25	001191	C	00701.0	100%
18	#	Amanda	Chaney	Classified Stipend	MHS	Approve stipend: Varsity Softball Assistant Coach	$2,710 stipend paid over 4 months.	3/1/25-6/30/25	000206	C	00701.0	100%
19	#	Phoebe	Levengood	Classified Stipend	MHS	Approve stipend: Varsity Swim Assistant Coach	$1,725. stipend paid over 4 months.	3/1/25-6/30/25	000206	C	00701.0	100%
20	#	James	Luna	Classified Stipend	MHS	Approve stipend: Varsity Baseball Assistant Coach.	$2,710. stipend paid over 5 months.	2/1/25-6/30/25	000206	C	00701.0	100%
21	#	Kelly	Marshall	Classified Stipend	MHS	Approve stipend: Track Assistant Coach	$1,725. stipend paid over 4 months.	3/1/25-6/30/25	000206	C	00701.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-3063 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

The Board of Education is requested to approve Travel and Conference Report #9.

Rationale:

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

Background:

Budget Implication ($ Amount):

Legal References:

Additional Information:

ATTACHMENTS

T&C 03262025.pdf

MONROVIA UNIFIED SCHOOL DISTRICT

Agenda Item 24/25 - 3063 TRAVEL AND CONFERENCE

NAME	Cost	Dates	Conference Title	Location	Fund	Resource	Project Year	Goal	Function	Object	Location
CERTIFICATED											
Lomelin, Maria Shay, Valerie	$587.40	3/28/2025	California Association for Bilingual Education	Long Beach, CA	1	40350	0	0	21500	5220	600000
Lujan, Fil	$3,005.10	4/24/2025 - 04/27/2025	California Continuation Education Association Plus Conference	San Diego, CA	1.4	7102	0	0	27000	5220	5180000
CLASSIFIED											

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-3064 - BOARD POLICIES 4119.24, 4219.24, AND 4319.24 MAINTAINING APPROPRIATE ADULT STUDENT INTERACTIONS

RECOMMENDATION

The Board of Education is requested to approve Board Policies 4119.24, 4219.24, and 4319.24, as recommended by the California School Boards Association (CSBA).

Rationale:

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

Background:

It is recommended that the Governing Board adopt the attached CSBA recommended Board Policies 4119.24, 4219.24, and 4319.24, which address maintaining appropriate adult-student interaction. These recommended changes establish the Districtâ€™s and the Boardâ€™s commitment to identifying and supporting the professional standards of the Districtâ€™s public school employees. The policies were presented to the Board for first reading , March 12, 2025.

Budget Implication ($ Amount):

Legal References:

Additional Information:

ATTACHMENTS

BP 4319.24 Maintaining Appropriate Adult Student Interactions.pdf
BP 4119.24 Maintaining Appropriate Adult Student Interactions.pdf
BP 4219.24 Maintaining Appropriate Adult Student Interactions.pdf

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not

limited to:

1. Initiating inappropriate physical contact

2. Being alone with a student outside of the view of others

3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent

4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

   When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee

6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business

7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students

8. Addressing a student in an overly familiar manner, such as by using a term of endearment

9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities

10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose

11. Transporting a student in a personal vehicle without prior authorization

12. Encouraging students to confide their personal or family problems and/or relationships

13. Disclosing personal, family, or other private matters to students or sharing

personal secrets with students

Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	**Description**
5 CCR 80303	Reports of change in employment status; alleged misconduct
5 CCR 80304	Notice of sexual misconduct
Ed. Code 44030.5	Reporting change in employment status due to alleged misconduct
Ed. Code 44050	Employee code of conduct; interaction with students
Ed. Code 44242.5	Reports and review of alleged misconduct
Ed. Code 44940	Compulsory leave of absence for certificated persons
Ed. Code 48980	Parent/Guardian notifications
Pen. Code 11164-11174.3	Child Abuse and Neglect Reporting Act
Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services

Cross References

Code	**Description**
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)

Proposed: March 26, 2025

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.
Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional

adult-student interactions or create the appearance of impropriety include, but are not

limited to:

1. Initiating inappropriate physical contact

2. Being alone with a student outside of the view of others

3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent

4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

   When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee

6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business

7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students

8. Addressing a student in an overly familiar manner, such as by using a term of endearment

9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities

10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose

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Proposed: March 26, 2025

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

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Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

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1. Initiating inappropriate physical contact

2. Being alone with a student outside of the view of others

3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent

4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

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Cross References	
Code	**Description**
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4218.1	Dismissal/Suspension/Disciplinary Action (Merit System)

Proposed: March 26, 2025

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-1076 - MEMORANDUM OF UNDERSTANDING WITH CHARTER OAK UNIFIED SCHOOL DISTRICT FOR THE STRONG WORKFORCE PROGRAM GRANT ROUND 7

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Charter Oak Unified School District and Monrovia Unified School District concerning the award, allocation, and required use of funds confirmed in the K-12 Strong Workforce Program Grant Round 7.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

The California legislature introduced the K-12 Strong Workforce Program as an ongoing statewide funding opportunity. It is designed to support K-12 local education agencies and community colleges collaborating to create, improve, and expand career technical education courses, course sequences, programs of study, and pathways for students transitioning from secondary education and postsecondary education to living-wage employment. This grant proposal focuses on expanding our Early College program into our Career Technical Education (CTE) pathways, providing new opportunities for students to earn free college credit while improving their employable skills for their future careers. The grant will cover infrastructure and technology improvements necessary to raise our CTE instruction to the level Citrus College requires, professional development to prepare our CTE teachers and instructional materials needed for the expansion. Additionally, this grant will aim for greater opportunities for work-based learning, including increasing our capacity for CTE guest speakers, job site visits, and student internships.

Background:

Charter Oak Unified School District (COUSD) has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that includes Azusa Unified School District, Charter Oak Unified School District, Duarte Unified School District, and Monrovia Unified School District. COUSD has been assigned the sole responsibility to acquire, manage, and report all uses of Grant funds in compliance with the K-12 Strong Workforce Program Grant. All districts participating in the program have agreed to deliver to all terms and conditions set forth in this MOU so that COUSD can fully comply with all program eligibility requirements. The K-12 Strong Workforce Program Round 7 grant term began on January 1, 2025. The grant term is tied to the associated legislation and state budget term that provided the funding for the grant. This round of K12 SWP funding occurred during the 2024-2025 fiscal year. LEAs have until June 30, 2027 to expend all funds for this grant term.

Budget Implication ($ Amount):
For the grant term ending on June 30, 2027, the Foothill Consortium has been awarded $850,000. A portion of this funding, $199,514, will be allocated to the Monrovia Unified School District as specified in the Budget Allocation of the MOU.

Legal References:
Education Code 17604 requires the Board of Education to approve or ratify all contracts and agreements.

Additional Information:
Copies of the Memorandum of Understanding and Foothill Consortium Budget are attached.

ATTACHMENTS
MUSD SWP7 MOU.pdf
K12SWP Round 7 Allocations Final.pdf

K12 Strong Workforce Program
A Memorandum of Understanding

The following is a Memorandum of Understanding (MOU) Between Charter Oak Unified School District (hereinafter referred to as COUSD), and Monrovia Unified School District (hereinafter referred to as "District") concerning the award, allocation and required use of funds confirmed in the K12 Strong Workforce Program (K12 SWP7).

I. Background

The California legislature introduced the K12 Strong Workforce Program (K12 SWP) as an ongoing statewide funding opportunity. It is designed to support K-12 local education agencies (LEAs) in creating, improving, and expanding career technical education (CTE) courses, course sequences, programs of study, and pathways for students transitioning from secondary education to postsecondary education to living-wage employment.

COUSD has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that include COUSD, Azusa, Duarte, and Monrovia Unified School Districts, and has been assigned the sole responsibility to acquire, manage and report all uses of Grant funds in compliance with the K12 SWP. All districts participating in the Program have agreed to adhere to all terms and conditions set forth in this Memorandum in order for COUSD to fully comply with all Program eligibility requirements.

II. Duration of Memorandum of Understanding

The duration of the MOU will be for the duration of the grant funding term of January 1, 2025 - June 30, 2027 for K12 SWP Round 7 (allocation of funds will begin approximately June, 2025), unless otherwise modified or terminated by either party 30 days following the effective date of such written notice.

III. Amount Awarded

For K12 SWP Round 7, the Foothill Consortium has been awarded **$850,000,** a portion of which shall be made available to District (see attachment). The grant payment will be disbursed to the K12 Foothill Consortium Fiscal Lead pursuant to receipt of fully executed Memoranda of Understanding from all members of the Consortium and a signed Grant Award Notification (GAN). All funds must be expended within the dates designated and for not more than the maximum amount indicated on the GAN.

IV. Responsibilities of the Parties

District:

- Identify one district office individual and one site contact from each participating school to work with COUSD staff in the implementation of career pathways at participating schools.
- Report a 2:1 match for any funding received as follows: two dollars ($2) for every one dollar ($1) received [EC § 88828, (c)(1)(A)(B)].
- Submit necessary documents and fiscal reporting, such as financial match report, into NOVA or designated reporting website/system.
- Provide assurance that all funds received shall be used only for the development and maintenance of CTE programs.
- Report and be prepared to show that all local educational agency (LEA) CTE expended funds under accounting goal codes 3800 (Vocational Education) or 6000 Regional Occupational Center and Programs (ROCPs).

COUSD:

COUSD shall assure that all districts participating under this MOU will meet all of the grant requirements as delineated in the RFA, with the primary objectives to be the following:

- Submit necessary documents and fiscal reporting, including expenditure reports and financial match reports, into NOVA or designated reporting website/system.
- To support essential collaboration across education systems between the K-12 sector and community colleges, with involvement from industry, businesses, and organizations in strengthening CTE programs and pathways aligned with regional workforce needs
- To support LEAs in developing and implementing high-quality, K-14 CTE course sequences, programs, and pathways that:

- Facilitate K-12 student exploration and selection of learning opportunities leading to career paths.
- Build foundational career path skills and knowledge essential to subsequent success in college and early career exploration.
- Enable a seamless and successful transition from secondary to postsecondary education within the same or related career paths.
- Lead to completion of industry-valued certificates, degrees, or transfers to four-year university or college.
- Prepare students upon completion of education to enter into employment in occupations for which there is documented demand and which pay a livable wage.
- Contribute toward meeting the projected need for one million completers of CTE programs aligned with the state's labor markets.

V. Additional Provisions

A. The duly authorized officials of each respective party enter into this MOU.
B. It is understood by both parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
C. Nothing in this MOU is intended to negate or otherwise render ineffective any previous agreements.
D. This MOU may be amended by the mutual written consent of the parties.
E. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.

Approved By

Monrovia Unified School District	Charter Oak Unified School District
Paula Hart Rodas, Ed.D Print Name	Fayroze Mostafa, Ed.D. Print Name
Superintendent Title	Assistant Superintendent, Educational Services Title
_____ Signature	_____ Signature
March 26, 2025 Date	_____ Date

K12 Strong Workforce Program

Foothill Consortium

The **K12 SWP Round 7** grant term begins January 1, 2025. The grant term is tied to the associated legislation and state budget term that provided the funding for the grant. This round of K12 SWP funding occured during the 2024-2025 fiscal year. LEAs have until June 30, 2027 to expend all funds for this grant term.

Based on the Budget confirmed herein, all expenditures made by District, and all participating districts, are not to exceed agreed upon budgeted amounts without prior approval of COUSD. All services rendered, materials and products acquired, and all activities falling within budgeted parameters, shall be reported to COUSD quarterly. Districts will receive 70% of their allocation once funds have been released to the fiscal lead by submitting an invoice, with the remaining balance distributed 3 months prior to closeout or once initial funds have been spent, whichever comes first.

	Allocation of funds for term of grant:
	$850,000
Consortium Expenses	
Foothill Consortium Grant Coordinator $50K	$50,000
Admin / Indirect Cost to COUSD Fiscal Lead (estimate 4%)	$32,640
Total Consortium Expenses	**$82,640**
District Member Allocation: Percentage based on district ADA. District member allocation is calculated after Consortium Expenses.	**$767,360**
Azusa Unified School District (32%)	$245,555
Charter Oak Unified School District (25%)	$191,840
Duarte Unified School District (17%)	$130,451
Monrovia Unified School District (26%)	$199,514
Total	**$850,000**

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-1077 - MEMORANDUM OF UNDERSTANDING WITH CHARTER OAK UNIFIED SCHOOL DISTRICT FOR THE CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT ROUND 10

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Charter Oak Unified School District and Monrovia Unified School District for the award, allocation, and required use of funds confirmed in the California Career Technical Education Incentive Grant (CTEIG) Round 10.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

The California Career Technical Education Incentive Grant Program is a state education, economic, and workforce development initiative to provide students with the knowledge and skills necessary to transition to employment and post-secondary education. The purpose of this program is to encourage and maintain the delivery of career technical education programs by the Monrovia Unified School District, which is acting as a participating district for this grant, during the implementation of the Local Control Funding Formula (LCFF).

Background:

Charter Oak Unified School District (COUSD) has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that includes Azusa Unified School District, Charter Oak Unified School District, Duarte Unified School District, and Monrovia Unified School District. COUSD is responsible for acquiring, managing, and reporting all uses of grant funds in compliance with the California Career Technical Education Incentive Grant Program. All districts participating in the program have agreed to adhere to all terms and conditions set forth in this Memorandum in order for COUSD to comply fully with all program eligibility requirements. The Career Technical Education Incentive Grant Program Round 10 grant term begins on July 1, 2025. The grant term is tied to the associated legislation and state budget term that provided the funding for the grant. This round of Career Technical Education Incentive Grant funding occurred during the 2024-2025 fiscal year. The actual distribution of funds will occur approximately in June 2025. The Local Educational Agencies (LEAs) have until December 31, 2026, to expend all funds for this grant term.

Budget Implication ($ Amount):

For the grant term ending December 31, 2026, the Foothill Consortium has been awarded $941,534. A portion of this funding, $214,691.10, will be allocated to the Monrovia Unified School District as specified in the Budget Allocation of the MOU.

Legal References:
Education Code 17604 requires that all contracts and agreements be approved or ratified by the Board of Education.

Additional Information:
Copies of the MOU and budget allocation are attached.

ATTACHMENTS
MUSD CTEIG 10 MOU.pdf
CTEIG 10 Allocations.pdf

California Career Technical Education Incentive Grant (CTEIG)
A Memorandum of Understanding

The following is a Memorandum of Understanding (MOU) Between Charter Oak Unified School District (hereinafter referred to as COUSD), and Monrovia Unified School District (hereinafter referred to as "District") concerning the award, allocation and required use of funds confirmed in the California Career Technical Education Incentive Grant (CTEIG 10).

I. Background

The California Career Technical Education Incentive Grant Program is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten through grade twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage and maintain the delivery of career technical education (CTE) programs.
Education Code (EC) sections 53070-53076.4

COUSD has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that includes COUSD, Azusa, Duarte, and Monrovia Unified School Districts, and has been assigned the sole responsibility to acquire, manage and report all uses of Grant funds in compliance with the California Career Technical Education Incentive Grant Program. All districts participating in the Program have agreed to adhere to all terms and conditions set forth in this Memorandum in order for COUSD to fully comply with all Program eligibility requirements.

II. Duration of Memorandum of Understanding

The duration of the MOU will be for the duration of the CTEIG 10 grant funding term of July 1, 2025 - December 31, 2026, unless otherwise modified or terminated by either party 30 days following the effective date of such written notice.

III. Amount Awarded

For the Grant Term ending December 31, 2026, the Foothill Consortium has been awarded $941,534, a portion of which shall be made available to District, per allocation attachment. The grant payment will be dispersed to the K12 Foothill Consortium pursuant to receipt of fully executed Memoranda of Understanding from all members of the Consortium and a signed Grant Award Notification (GAN). All funds must be expended within the dates designated and for not more than the maximum amount indicated on the GAN. Funding for subsequent Grant Term(s) will be subject to performance data and CDE review.

IV. Responsibilities of the Parties

District:

A. Identify one district office individual and one site contact from each participating school to work with COUSD staff in the implementation of career pathways at participating schools.
B. Report a 2:1 match for any funding received as follows: two dollars ($2) for every one dollar ($1) received from the 2024-2025 fiscal year [EC §53071(a)(1)(D)(ii)].
C. Provide assurance that all funds received shall be used only for the development and maintenance of CTE programs.
D. Report and be prepared to show that all local educational agency (LEA) CTE expended funds under accounting goal codes 3800 (Vocational Education) or 6000 Regional Occupational Center and Programs (ROCPs).

COUSD:
COUSD shall assure that all districts participating under this MOU will meet all of the grant requirements as delineated in the RFA as follows:

A. Offer high quality curriculum and instruction aligned with California Career Technical Education Model Curriculum Standards.
B. Offer CTE pathway(s) that provide a coherent sequence of courses, are reported in CALPADS as CTE, and enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
C. Provide career exploration and guidance opportunities for all pathway learners.
D. Provide support services for students, including counseling.
E. Embed student leadership development into career pathway teaching and learning.
F. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnership with postsecondary educational institutions.
G. Form ongoing and meaningful industry and labor partnerships through participation on advisory committees and collaboration with business and labor organizations to provide opportunities for pupils.
H. Provide opportunities for pupils to gain access to pre-apprenticeships, internships, industry certifications, and work-based learning opportunities for industry to provide input to the career technical education programs and curriculum.
I. Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, leadership development, career technical student organizations, and other work-based learning opportunities.
J. Reflect regional or local labor market demands and focus on current and emerging high-skill, high-wage, high-demand occupations.
K. Provide programs that lead to an industry-recognized credential or certificate, or appropriate postsecondary training or employment.
L. Provide skilled teachers with appropriate credentials, as well as skilled administrators and support staff members.
M. Dedicate resources for professional development for CTE pathway teachers, including educator externships with industry.
N. Provide opportunities for pupils who are individuals with exceptional needs to participate in all programs
O. Report data as a program participation requirement to allow for evaluation of the program.

V. Additional Provisions

A. The duly authorized officials of each respective party enter into this MOU.
B. It is understood by both parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
C. Nothing in this MOU is intended to negate or otherwise render ineffective any previous agreements.
D. This MOU may be amended by the mutual written consent of the parties.
E. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.

Approved By

Monrovia Unified School District	Charter Oak Unified School District
Paula Hart Rodas, Ed.D.	Fayroze Mostafa, Ed.D.
Print Name	Print Name
Superintendent	Assistant Superintendent, Educational Services
Title	Title
_____	_____
Signature	Signature
March 26, 2025	_____
Date	Date

CTEIG Round 10 (FY 2024-25)
K-12 Foothill Consortium

The CTEIG Round 10 grant term begins July 1, 2025. The grant term is tied to the associated legislation and state budget term that provided the funding for the grant. This round of CTEIG funding occured during the 2024-2025 fiscal year. Actual distribution of funds does not occur until approximately June 2025. LEAs have until December 31, 2026 to expend all funds for this grant term.

Based on the Budget confirmed herein, all expenditures made by District, and all participating districts, are not to exceed agreed upon budgeted amounts without prior approval of COUSD. All services rendered, materials and products acquired, and all activities falling within budgeted parameters, shall be reported to COUSD quarterly. Districts will receive 70% of their allocation once funds have been released to the fiscal lead by submitting an invoice, with the remaining balance distributed 3 months prior to closeout or once initial funds have been spent, whichever comes first.

Total grant allocation	**$941,534.00**
Consortium Expenses	
Foothill Consortium Grant Coordinator $50K	$50,000.00
Admin / Indirect Cost to COUSD Fiscal Lead (7.56%)	$65,799.00
Total Consortium Expenses	**$115,799.00**
Remaining Funds Allocated to Districts	**$825,735.00**
Azusa USD Allocation (32%)	$264,235.20
Charter Oak USD Allocation (25%)	$206,433.75
Duarte USD Allocation (17%)	$140,374.95
Monrovia USD Allocation (26%)	$214,691.10
Total CTEIG 10 Allocation	**$941,534.00**

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-1078 - MEMORANDUM OF UNDERSTANDING WITH CITRUS COMMUNITY COLLEGE DISTRICT FOR THE USE OF FACILITIES AND OFFERING CREDIT RECOVERY COURSES DURING THE SUMMER PROGRAM

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Citrus Community College District and Monrovia Unified School District to reimburse employment costs for certificated and classified staff members and to offer in-person courses during the summer program of 2025.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

Board approval of this MOU will authorize Citrus Community College District to provide summer school for secondary students on the Monrovia High School campus. The program will provide 24 sections to our secondary students who need additional credits or grade point recovery to meet graduation requirements. Each class will have a minimum ending enrollment of 25 students. At the conclusion of summer school, Monrovia Unified School District will request payment from Citrus Community College District for fees incurred during the summer session for instructional materials, supplies, and the use of textbooks. Other administrative costs will also be billed to Citrus Community College District to cover all program costs.

Background:

Citrus Community College District has participated in our summer school programs for over eight (8) years. Approval of this agreement will allow Citrus Community College District again to provide the program for our high school students.

Budget Implication ($ Amount):

Administrative expenses for this program are estimated to be $22,000.00, to be paid from the General Fund. Citrus Community College District will reimburse the District for all costs associated with the program.

Legal References:

Education Code Section 37252 and Education Code Section 17604 require that all contracts and agreements be approved or ratified by the Board of Education.

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

Citrus College Credit Recovery Summer School MOU 2025.pdf

MEMORANDUM OF UNDERSTANDING-- NONCREDIT EDUCATION AGREEMENT

The Citrus Community College District ("College") and the Monrovia Unified ("District") agree to the following; with respect to the Noncredit Education Agreement ("Agreement"):

1. COLLEGE RESPONSIBILITIES

    a. The College shall be solely responsible for determining and administering the educational program offered by it pursuant to the Agreement, and for offering and/or canceling classes. All persons employed by the College shall be selected and hired solely by the College, shall be its employees exclusively and shall be subject solely to its direction, control, compensation, and discharge. The College shall bear all liabilities and expenses imposed by law or contract incident to such employment, including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, if applicable, and tax withholdings.

    b. The College will name and provide a program coordinator/director that will serve as the contact to the District and work with the identified High School (HS) administrator to ensure the program runs smoothly and all details are covered.

    c. The College will hire all instructors providing they meet the minimum qualifications. All instructors will be paid by the College.

    d. The College will hire all substitutes providing they meet the minimum qualifications for the subject they will substitute. All substitutes will be paid by the College.

    e. The College will provide a mandatory orientation meeting prior to the first day of instruction. Date and time to be arranged by the College in consultation with the District.

    f. The College shall provide the District with a complete accounting of the enrollment of persons attending classes. Classes must maintain a minimum enrollment of 25 students throughout the term. The College reserves the right to cancel a class or program in case of insufficient enrollment, or at the discretion of the College. Changes to the minimum enrollment for specific classes shall be by mutual written agreement and made a part of this MOU.

    g. The College will provide the District with all required documentation and forms; including, but not limited to, course outlines of record, applications, attendance rosters, timecards and instructional sheets.

2. DISTRICT RESPONSIBILITIES

    a. The District will name a HS administrator to serve as the contact to the College.

    b. When requested by the College, the District will provide a list of classes for the term being scheduled, including the requested number of sections, dates, hours and the subjects to be taught.

    c. The District will provide the College with a list of instructor and substitute hires, including transcripts, credentials and TB results, for all District instructors who will be teaching in the noncredit program. It is imperative that instructors selected to teach can commit to the entire term of the class. Each instructor must be assigned to a specific section and each instructor and substitute must meet minimum qualifications for that specific subject. Each instructor and substitute must complete the hiring process through the College Human Resource Office prior to the first day of instruction. Otherwise, the instructor or substitute will not be allowed to teach the class.

    d. Each HS Administrator and all necessary support staff must attend a mandatory training session prior to the first day of instruction. Registration and attendance methods will be reviewed. The training session will be held via zoom. The date

and time of the orientation will be determined by the College in consultation with the District.

e. Each HS instructor being hired by the College, including the necessary support staff and administrator, must attend a mandatory orientation meeting prior to the first day of instruction. Registration and attendance methods will be reviewed. A review of the payroll process will also be included. The date and time of the orientation will be determined by the College in consultation with the District.

f. Each HS instructor must submit a course syllabus for the class he/she has been assigned. The syllabus must contain student learning outcomes. A template will be provided to all instructors at the mandatory orientation meeting. The High School Administrator will forward an electronic file of each course syllabus to the College Program Coordinator three (3) days prior to the first day of instruction. Failure to submit a course syllabus will result in the cancellation of the class.

g. Minimum enrollment in each section is 25 students, excluding non-residents. The District must maintain a class minimum of 25 students in each section. If the class minimum drops below this number, the instructor of the class must contact the HS administrator who will then contact the program coordinator/director at the College. A decision will be made whether or not the class will continue.

h. The District will have each student complete a noncredit application online. All applications must be completed according to the timeline outlined under Section 3.

i. The District will have each student complete an online High School Student Registration Authorization Form linked will be provided by the College. The District must check and ensure the forms are accurate and complete, and include all required signatures. All documents must be submitted according to the timeline outlined under Section 3.

j. The District will provide the College with a roster for each section that includes the class section number, student ID number, and student name. The rosters will be submitted online through Smartsheet. The College will use the roster to register students in the selected class(es). The District must check and ensure the rosters are accurate and complete, and include all required information. All documents must be submitted according to the timeline outlined under Section 3.

k. The District will allow access to all students who complete the required application and registration documentation needed to enroll in a noncredit class and will not impose any additional requirements and/or restrictions on enrollment.

l. The District will keep daily attendance for each section. Attendance sheets must be submitted to the College within ten (7) calendar days of the final class meeting. Attendance sheets must be signed by the instructor and include all students in attendance, daily attendance hours and an attendance total for the session. Accurate and neat records must be kept. The District must ensure the forms are accurate and correct prior to submitting them to the College. *Instructors who do not submit attendance sheets and grades by September 30th* will not be eligible for rehiring. The college reserves the right to reduce the final payment to the USD of the amount of the revenue lost to the college if attendance rosters and/or grades are not submitted by the deadline.

m. The schedule must be created so all curriculum hours are met. The District must ensure all holidays and district closures are excluded from the schedule. Classes are required to meet on all scheduled days for the term. Changes to the schedule must be submitted and approved by the College five days (5) prior to the term start date.

n. The District will ensure hours submitted on timecards reflect the actual hours worked per day. The HS administrator must sign the timecards.

o. At the conclusion of the class, each HS instructor must input noncredit progress indicators and semester attendance hours into the College's data management system.

p. All courses taught at the high school must have a minimum of one student learning outcome assessed and documented. See Attachment A for sample of Citrus College Student Learning Outcomes and Assessment Report Form. This form will be made available electronically to the District. Student Learning Outcomes and Assessment Report Forms must be submitted to the College, with the attendance sheets, within ten (7) calendar days of the final class meeting.

q. At the conclusion of the educational services rendered, the District shall send the College an invoice identifying the instructional materials, administrative, and clerical costs identified in Section 5 of this agreement. Such invoice shall be paid to the District by the College within sixty (90) days of receiving the invoice.

3. DATES FOR SUBMISSION OF ENROLLMENT DOCUMENTATION

January 1st	High School Student Registration Authorization Form (link to fillable PDF) provided to District
May 23rd	Registration roster template provided to District
May 6th	**DEADLINE** for all online applications to be submitted
May 23rd	**DEADLINE** for submission of online of completed High School Student Registration Authorization Forms
May 30st	Admissions and Records Office completes registration process, provides the Program Coordinator with enrollment numbers
June 3nd	The College will notify the District of class cancellations due to low enrollment (see Section 2.g. for minimum enrollment number)
April 11th	Last day for new teachers to submit a Citrus College application

4. DATES, CLASSES AND RESPONSIBLE PERSONNEL

Term Dates	Summer Session 1: June 16-July 4 Holidays: June 19 and 20, July 4 Summer Session 2: July 7- July 22
Total number of sections	
Class Titles to be offered (Citrus COR)	1. NC 210A Freshman English A (2 sections) 2. NC 210B Freshman English B (2 sections) 3. NC 211A Sophomore English A (2 sections) 4. NC 211B Sophomore English B (2 sections) 5. NC 215A World History A (1 section) 6. NC2 15B World History B (1 section) 7. NC 217 Economics (1 section) 8. NC 616 Government (1 section) 9. NC 218A Biology A (1 section) 10. NC2 18B Biology B (1 section) 11. NC 226A Integrated Math IA (1 section)

	12. NC 226B Integrated Math 1B (1 section) 13. NC 227A Integrated Math IIA (1 section) 14. NC 227B Integrated Math IIB (1 section) 15. NC 228A Integrated Math IIIA (2 sections) 16. NC 228B Integrated Math IIIB (2 sections) 17. NC 214 A US History A (1 section) 18. NC 214 B US History B (1 section)
College Program Administrator	Ivon McCraven, Director of Continuing and Noncredit Education imccraven@citruscollege.edu 626-852-8020
MUSD Administrator	Scott Moses
High School Site Administrator	TBD
High School Point of Contact	Scott Moses
High School Administrative Assistant	Esther Nuno
Date, Time and Location of Staff/Administrator Orientation	April 23rd at 2:30 p.m. zoom meeting

1. DISTRICT CHARGES BILLABLE TO COLLEGE PER AGREEMENT

Instructional Materials	$20 per student, per class	
Administrative	Administrator, not to exceed $9,000	$9,000
Clerical	Registrar/Clerical, not to exceed $13,000	$13,000
	Total Admin/Classified**	$22,000

** Should the number of sections offered under this agreement change significantly due to insufficient enrollment, unavailability of faculty, or other cause; the administrative and clerical billable charges may be adjusted.

This Memorandum of Understanding (MOU) is effective beginning May 21, 2025, and will expire on September 30, 2025.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by duly authorized representatives on the day and year first above written.

MONROVIA UNIFIED SCHOOL DISTRICT

_____Date__3/26/2025
Paula Hart Rodas, Ed.D.
Superintendent

CITRUS COMMUNITY COLLEGE DISTRICT

_____ Date _____
Ivon McCraven
Director of Continuing Education

_____ Date _____
Dana Hester, EdD
Vice President of Academic Affairs

_____ Date _____

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-1079 - LICENSING AGREEMENT WITH DOCUMENT TRACKING SERVICES

RECOMMENDATION

The Board of Education is requested to approve a Licensing Agreement with Document Tracking Services for the following documents: 2025 School Accountability Report Card, English & Spanish, 2025 School Plan for Student Achievement, 2025 Comprehensive School Safety Plan, 2025 Local Control and Accountability Plan, and others to be identified as needed.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

As part of the Local Control Accountability Plan (LCAP), Monrovia Unified School District requires the Single Plans for Student Achievement (SPSA) to be aligned with one another. Adequately aligning these plans will be best supported through a document software, such as Document Tracking Services (DTS). DTS is a web-based application that allows our district to streamline how sites can align their SPSA's with our district's LCAP, Local Educational Agency Plan (LEAP), and Title III Plans. DTS services also include ongoing professional development and technical support with its annual renewal. This licensing agreement covers 10 schools, plus the District and includes up to five (5) documents.

Background:

In prior years Monrovia Unified School District has used templates for various plans, such as the LCAP, SPSA, and LEA Plan from various state and local agencies, such as the CDE and LACOE. By consolidating the source of the templates into one application, it will allow for the streamlining and more efficient use of data and information.

Budget Implication ($ Amount):

The cost of $4,675.00 will be paid from General Funds.

Legal References:

Additional Information:

A copy of the Licensing Agreement is attached.

ATTACHMENTS

DTS Agreement 2025.pdf

LICENSE AGREEMENT

This Agreement effective **March 26, 2025**, is made and entered into by **Monrovia Unified School District** ("Licensee") and Document Tracking Services ("DTS") as Licensor, each a "Party" and collectively the "Parties".

1. **Scope of Agreement**
   - 1.1 License. This License Agreement between Licensee and DTS covers Licensee's use of DTS's proprietary web-based application in accordance with the terms and conditions expressed herein.
   - 1.2 Agreement to Be Bound. Licensee agrees to be bound by, and comply with, the terms of this License Agreement by (i) accessing and/or using the DTS Application and/or (ii) ratifying this License Agreement by signing below.
2. **License and Right to Use.** DTS hereby grants to Licensee a non-exclusive and non-transferable license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
   - 2.1 DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
   - 2.2 Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
3. **Internet Areas**. Neither Licensee nor any third party shall be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval of DTS.
4. **Term of License**. The term of this License Agreement is for **one (1) year** from the effective date noted at the top of this document.
5. **Personnel**. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
6. **Content**. DTS will be solely responsible for loading the content supplied by Licensee into DTS's secure server and will provide complete access to Licensee and its representatives. Licensee is solely responsible for the sufficiency, adequacy, and completeness of its content; for updating its content as necessary; and for proper implementation of any plans or procedures required by local, state, or federal law.

7. **Security of Data**. At all times, DTS will have complete security of Licensee's documents on dedicated servers that only authorized DTS personnel will have access to. All logins by DTS's authorized personnel will be stored and saved as to time of log-in.

7.1 Licensee may request in writing that DTS only store Licensee's documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.

8. **Management of Database**. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.

9. **Customer Service**. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.

10. **Fees**.

10.1 Licensee shall pay a fee of **$3,025**

10.2 Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **$0**.

10.3 Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.

10.4 DTS will charge a one-time setup fee of $200 per standard document up to a maximum of $850 for customized documents.

11. **Warranty**.

11.1 Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.

11.2 The express warranties provided in this License Agreement are the sole and exclusive warranties made by DTS to Licensee. DTS makes no other warranty, express or implied, and Licensee assumes no warranty, express or implied, by use of the DTS Application. By accepting this Agreement, Licensee acknowledges that it is not relying on any implied warranties, including warranties of performance, fitness for a particular purpose or otherwise, or upon any representation or warranty outside those expressly contained in this Agreement.

12. Liability.

12.1 DTS will not be liable to Licensee for indirect, incidental, exemplary, special or consequential damages; loss or corruption of data or interruption or loss of business; or loss of revenues, profits, goodwill or anticipated sales or savings.

12.2 The maximum aggregate liability of DTS under this License Agreement is limited to the fees received by DTS from Licensee for use of the DTS Application.

12.3 This limitation on DTS's liability applies whether the claims sound in warranty, contract, tort, infringement, or otherwise. Nothing in this License Agreement excludes any liability that cannot be limited as a matter of law.

13. Choice of Law and Venue. This License Agreement, and any dispute related to this License Agreement or arising from it, shall be governed exclusively by the laws of the State of California. The state and federal courts of the State of California shall have exclusive jurisdiction to adjudicate any dispute arising out of, or related to, this License Agreement or its formation, interpretation, or enforcement.

14. Severability. If any portion of this License Agreement is not enforceable under applicable law, it will not affect any other term of this Agreement.

15. Definitions.

15.1 Document. A document is defined as **a**) a specific template provided by CDE or; **b**) any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c**) individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.

* Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.

15.2 Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.

16. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.

The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Service, LLC

Signed: _____

Name: Aaron Tarazon

Title: Director

Date: March 26, 2025

Licensee

By: _____

Name: Paula Hart Rodas, Ed.D.

Title: Superintendent

Date: March 26, 2025

Monrovia Unified School District

Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2025 School Accountability Report Card, English & Spanish (CDE Template)
2. 2025 School Plan for Student Achievement (CDE Template)
3. 2025 Comprehensive School Safety Plan (Custom Template)
4. 2025 Local Control and Accountability Plan (CDE Template)
5. Others to be identified as needed.

March 5, 2025

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

Re: Document Tracking Services

INVOICE #9101601

Pursuant to the licensing agreement between Monrovia Unified School District and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [3/26/25 to 3/26/26]: **10 schools and District Personnel = 11 sites**	$3,025

Template Setup (one-time fee)

2025 School Accountability Report Card - English (CDE Template):	$0
2025 School Accountability Report Card - Spanish (CDE Template):	$0
2025 School Plan for Student Achievement (CDE Template):	$0
2025 Comprehensive School Safety Plan (Custom Template):	$0
2025 Local Control Accountability Plan (CDE Template):	$0

Data Transfer (one-time fee)

From MS Word into Document Tracking Services:	$0

Translation Services

2025 Spanish School Accountability Report Card: **10 Spanish SARCs**	$1,650

Total Balance Due: $4,675

Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

x. 24/25-2094 - DIXON & ASSOCIATES PROJECT MANAGEMENT AGREEMENT

RECOMMENDATION

The Board of Education is requested to approve an agreement for project management services with Dixon & Associates to manage Measure MM Bond projects and to provide consultation services for additional facilities projects.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

Background:

Budget Implication ($ Amount):

Legal References:

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

Additional Information:

A copy of the agreement is attached.

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

x. 24/25-2095 - MUNICIPAL ADVISOR AND CONTINUING DISCLOSURE CONSULTANT

RECOMMENDATION

The Board of Education is requested to approve an agreement for Measure MM Bond advisory services.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

Background:

Budget Implication ($ Amount):

Legal References:

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

Additional Information:

A copy of the agreement is attached.

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

24/25-3066 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), AND ITS MONROVIA CHAPTER 20

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) with CSEA to create the position of Instructional Aide, Transitional Kindergarten.
Motion by _____, seconded by _____ Vote _____
Board Member Ocon___, Board Member Gomez Tagle___, Board Member Lockerbie___, Board Member Travanti___, Board President Hammond___.

Rationale:

The Monrovia Unified School District has entered an MOU with the California School Employees Association (CSEA) and its Monrovia Chapter 20. Updating the salary scales

Background:

This update to our

Budget Implication ($ Amount):

Legal References:

Additional Information:

A copy of the MOU is attached.

Agenda Item Details

Meeting Date: 2025-03-26

AGENDA ITEM TITLE:

1. BOARD POLICY 6170.1, TRANSITIONAL KINDERGARTEN

RECOMMENDATION

The Board of Education is requested to approve Board Policy 6170.1, Transitional Kindergarten as recommended by the California School Boards Association (CSBA).

Rationale:

As a part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Human Resources has begun conducting a review of the department's Board Policies and Administrative Regulations. The current Board Policy does not reflect any updates since 2022.

Background:

School districts receive regular policy updates from the California School Boards Association, which are compared to existing policies to determine the extent of modification needed. It was presented to the Board for first reading ,

Budget Implication ($ Amount):

Legal References:

Additional Information: