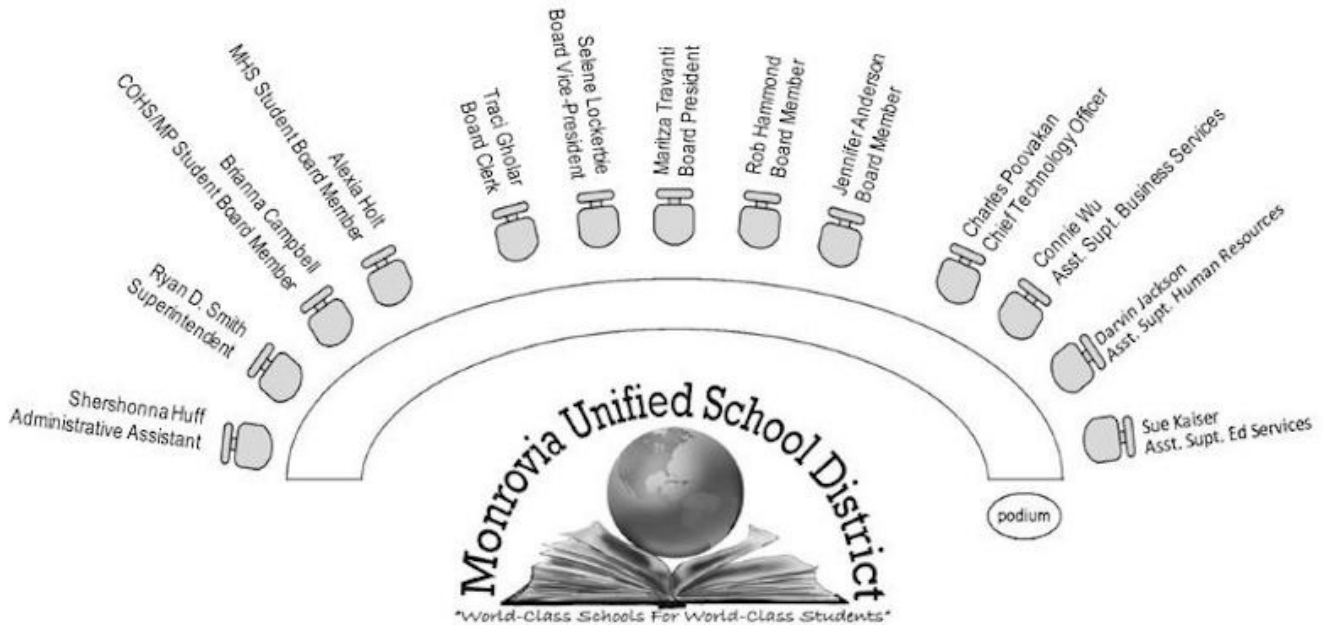




In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Superintendent's Office (626) 471-2010, twenty-four hours prior to the meeting so that reasonable arrangements can be made. The Administration Center Board Room is wheelchair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



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



## MONROVIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

325 E. Huntington Drive Monrovia, California 91016

### BOARD OF EDUCATION OPEN SESSION MEETING

Wednesday, November 10, 2021

6:30 p.m. - Board Room & Zoom Webinar

### BOARD OF EDUCATION CLOSED SESSION

Wednesday, November 10, 2021

Superintendent's Office

### CORONAVIRUS DISEASE (COVID-19) ADVISORY

On September 16, 2021, Governor Newsom signed AB 361 into law, allowing government agencies to conduct virtual meetings as long as there is a state-proclaimed state of emergency. As such, the Board of Education will be conducting its meetings virtually until further notice.

In accordance with AB 361, members of the public may provide live public comment by clicking and registering using this link: <https://tinyurl.com/tmymreut>. Live public comments are for the Open Session agenda, non-agenda and closed session items.

If you would like to watch or listen to the meeting from home:

- 1) Cable T.V. Broadcast on KGEM (Spectrum Channel 99 or Giggle Fiber Channel 87-2)
- 2) Livestream online at [www.foothillsmedia.org/MUSD](http://www.foothillsmedia.org/MUSD)

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

1. Meeting called to order by presiding chairperson, \_\_\_\_\_ at \_\_\_\_\_ pm.

2. Pledge of Allegiance by Mayflower ES

3. Roll Call:

Maritza Travanti, Board President \_\_\_\_\_ Ryan D. Smith, Superintendent \_\_\_\_\_  
Selene Lockerbie, Board Vice-President \_\_\_\_\_ Sue Kaiser, Asst. Supt. Ed. Svcs. \_\_\_\_\_  
Traci Gholar, Board Clerk \_\_\_\_\_ Darwin Jackson, Asst. Supt. HR \_\_\_\_\_  
Jennifer Anderson, Board Member \_\_\_\_\_ Charles Poovakan, CTO \_\_\_\_\_  
Rob Hammond, Board Member \_\_\_\_\_  
MHS Student Board Member Alexia Holt \_\_\_\_\_

**B. ORDER OF BUSINESS**

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

2. Approve the Minutes of the Regular Board of Education Mtg. on October 27, 2021.

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

Board Member Hammond\_\_\_\_, Board Member Anderson\_\_\_\_, Board Member Gholar\_\_\_\_

Board Member Lockerbie\_\_\_\_, Board President Travanti\_\_\_\_

**BM Minutes - 102721**

[BM Mins - 102721.pdf](#)

**C. RECOGNITIONS AND COMMUNICATIONS**

1. The Board of Education would like to congratulate MHS students **Matthew Hui, Kristoffer Kaufmann, and Andrew Smithwick**, on being named "**National Merit Scholarship Commended Students**," by the **National Merit Scholarship Corporation (NMSC)**.

2. The Board of Education would like to congratulate the following students for being recognized as **Advanced Placement (AP) Scholars, AP Scholars with Honor, & AP Scholars with Distinction**, by the **National College Board**:

**AP Scholars:**

- Valery Almeida, 12th grade
- Luca Ammon, 12th grade
- Sarah Avalos, 12th grade
- Sophia Childers, 11th grade
- Robert DeBetta, 11th grade
- Finn Espinoza, 12th grade
- Luke Grebel, 12th grade
- Elizabeth Hutson, 12th grade
- Ashley Jauregui, 12th grade
- Raymond Revilla, 12th grade
- Matthew Rocha Torres, 12th grade
- Ava Shechtman, 11th grade

**AP Scholar With Honors:**

- Alexander Lenz, 12th grade
- Jane Neuman, 11th grade
- Megan Ta, 12th grade

**AP Scholar With Distinction:**

- Edward Feldman, 12th grade
- Matthew Hui, 12th grade
- Elizabeth Liu, 12th grade
- Susann Martinez, 12th grade
- Andrew Smithwick, 12th grade

3. The Board of Education would like to thank the **Johnson-Stavroulakis family** for their donation of an outfield fence for Monrovia High School's softball field.

- 4. Board Member Reports
- 5. Student Board Member Report
- 6. Report from the Superintendent

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

In accordance with AB 361, members of the public may provide live public comment by clicking and registering using this link: <https://tinyurl.com/tmymreut>. Once you have registered, you will receive a link to join the meeting via the email address you used to register. During the public comments section of the meeting, you will be prompted to unmute your microphone. Please state your name, and identify whether or not your comment is for an open or closed session agenda item. You may then give your live public comment. 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, totaling no more than 20 minutes per topic or agenda item.

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

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

**E. INFORMATIONAL REPORTS AND PRESENTATIONS**

**1. PAPER LEARNING INC. (Dr. Ryan D. Smith, Superintendent).**

The Board of Education will receive a presentation from Paper Learning Inc. about their virtual tutoring product.

**2. PERSONNEL COMMISSION ANNUAL REPORT FOR 2020-2021. (Dr. Darvin Jackson, Asst. Supt. of Human Resources).**

The Monrovia Unified School District Board of Education is requested to receive the Personnel Commission Annual Report for 2020-2021.

[Personnel Commission Annual Report 2020-21.pdf](#)

**F. CONSENT AGENDA**

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

Consent Agenda Item(s) Pulled, if any: \_\_\_\_\_

Approval of Consent Agenda:

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

Board Member Hammond\_\_\_\_, Board Member Anderson\_\_\_\_, Board Member Gholar\_\_\_\_

Board Member Lockerbie\_\_\_\_, Board President Travanti\_\_\_\_\_

**EDUCATIONAL SERVICES**

**1. 21/22-1067 - CONTRACT WITH CENTRE STAGE, INC.**

The Board of Education is requested to approve a contract between Centre Stage, Inc., and the Monrovia Unified School District on behalf of Clifton Middle School for the production of the 2022 spring musical.

[Centre Stage Agreement.pdf](#)

## **BUSINESS SERVICES**

### **2. 21/22-2058 - PURCHASE ORDERS AND PAYMENT OF BILLS**

The Board of Education is requested to ratify purchase orders in the amount of \$536,730.73 issued October 8, 2021, through October 22, 2021, and payments in the amount of \$474,945.08 issued October 13, 2021, through October 27, 2021.

[BA Item 2058\(b-e\) Purchase Order Rpt 11-10-21.pdf](#)

### **3. 21/22-2059 - DISTRICT CASH RECEIPTS**

The Board of Education is requested to receive District cash receipts; Deposit Report No. 14 deposited October 26, 2021, for a total amount of \$353,163.25.

[BA Item 2059\(b\) Deposit Rpt #14 11-10-21.pdf](#)

### **4. 21/22-2060 - BUDGETARY TRANSFERS AND REVISIONS**

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

[BA Item 2060\(b\) Budgetary Transfers 11-10-21.pdf](#)

### **5. 21/22-2061 - CUMULATIVE OBJECT SUMMARY REPORTS**

The Board of Education is requested to receive the final District Cumulative Object Summary report for the month of September 2021.

[BA Item 2061\(b\) Cumulative Object Summary Rpt \(September 2021\) 11-10-21.pdf](#)

### **6. 21/22-2063- PROFESSIONAL SERVICE AGREEMENTS**

The Board of Education is requested to approve the Professional Service Agreements Report #8 for the Monrovia Unified School District 2021-22 SY.

[Professional Service Agmts #8 -111021.pdf](#)

### **7. 21/22-2064 - ANNUAL AGREEMENT WITH EMS LINQ**

The Board of Education is requested to approve an annual Software agreement with EMS LINQ, the parent company to Meal Plus, Food Services Computer Back Office (CBO) and Point of Sale (POS) System used to accurately facilitate, monitor, and report child nutrition program accounting operations to the California Department of Education (CDE).

[BA Item 2064\(b\) EMS LINQ \(Meals Plus\) Agreement 11-10-21.pdf](#)

## **HUMAN RESOURCES**

### **8. 21/22-3039 - PERSONNEL ASSIGNMENTS**

The Monrovia Unified School District Board of Education is requested to approve Personnel Assignments Report #8.

[2021-11-10 Personnel Report 8.pdf](#)

### **9. 21/22-3040 - CONFERENCE /IN-SERVICE ATTENDANCE AND TRAVEL**

The Monrovia Unified School District Board of Education is requested to approve Travel and Conference Report #4.

[Travel & Conference - 11 10 21.pdf](#)

### **10. 21/22- 3041 - MEMORANDUM OF UNDERSTANDING WITH ALLIANT INTERNATIONAL UNIVERSITY**

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Monrovia Unified School District and Alliant International University. Effective November 1, 2021, through November 1, 2024.

## **BOARD BUSINESS**

### **11. 21/22-5027 - BOARD POLICY 5112.5, *OPEN CAMPUS***

The Board of Education is requested to adopt Board Policy 5112.5, *Open Campus*, as recommended by the California School Boards Association (CSBA).

[5112.5\\_BP OPEN CAMPUS.pdf](#)

### **12. 21/22-5028 - BOARD POLICIES 5113, *ABSENCES AND EXCUSES*, 5113.1, *CHRONIC ABSENCE AND TRUANCY*, AND THEIR ACCOMPANYING ADMINISTRATIVE REGULATIONS**

The Board of Education is requested to adopt Board Policies 5113, *Absences and Excuses*, 5113.1, *Chronic Absence and Truancy*, and their accompanying administrative regulations as recommended by the California School Boards Association (CSBA).

[5113\\_BP ABSENCES AND EXCUSES.pdf](#)

[5113\\_AR ABSENCES AND EXCUSES.pdf](#)

[5113.1 BP CHRONIC ABSENCE AND TRUANCY.pdf](#)

[5113.1 AR CHRONIC ABSENCE AND TRUANCY.pdf](#)

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

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

#### **1. 21/22-5029 - RESOLUTION RECOGNIZING THE STATE OF EMERGENCY AND REAUTHORIZING THE NEED FOR TELECONFERENCED MEETINGS PURSUANT TO AB 361**

The Board of Education is requested to adopt Resolution No. 2122-10, recognizing the continued state of emergency and reauthorizing the need for teleconferenced meetings pursuant to AB 361.

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

Board Member Hammond\_\_\_\_, Board Member Gholar\_\_\_\_, Board Member Anderson\_\_\_\_

Board Member Lockerbie\_\_\_\_, Board President Travanti\_\_\_\_

[AB 361 Resolution - 111021.pdf](#)

#### **2. 21/22-5030 - PENDING BOARD ISSUES**

The Board of Education will receive status information on identified tasks and review issues of interest for future attention.

[Pending Board Issues - 111021.pdf](#)

## **H. OLD BUSINESS**

- Friday, December 3, 2021; 8:00 a.m. - Special Board of Education Meeting
- Monday, December 6, 2021; 6:30 p.m. - Jt. Board/City Council Meeting @ District Office
- Wednesday, December 8, 2021; 6:30 p.m. - Annual Organizational Mtg. & Regular Board of Education Meeting
- Friday, January 7, 2022; 8:00 am - Special Board of Education Meeting
- Wednesday, January 12, 2022; 6:30 p.m. - Regular Board of Education Meeting

## **I. NEW BUSINESS**

- Veteran's Day (ALL SITES CLOSED) - November 11, 2021
- State of the Schools - November 17, 2021; 6pm

- Thanksgiving Break (ALL SITES CLOSED) - November 22-26, 2021
- City of Monrovia Holiday Parade - December 2, 2021
- CSBA Annual Education Conference - December 2-4, 2021
- Winter Break (ALL SITES CLOSED) - December 20, 2021 - December 31, 2021

**J. RECESS BOARD OF EDUCATION OPEN SESSION MEETING**

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

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

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

**M. RECONVENE BOARD OF EDUCATION OPEN SESSION MEETING**

1. Call to Order
2. Report out on Closed Session

**N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING**





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

**BOARD OF EDUCATION OPEN SESSION MEETING**

Wednesday, October 27, 2021

6:30 p.m. - Board Room & Zoom Webinar

**BOARD OF EDUCATION CLOSED SESSION**

Wednesday, October 27, 2021

Superintendent's Office

**UNADOPTED MINUTES**

**CORONAVIRUS DISEASE (COVID-19) ADVISORY**

On September 16, 2021, Governor Newsom signed AB 361 into law, allowing government agencies to conduct virtual meetings as long as there is a state-proclaimed state of emergency. As such, the Board of Education will be conducting its meetings virtually until further notice.

In accordance with AB 361, members of the public may provide live public comment by clicking and registering using this link: <https://tinyurl.com/u98zwtvc>. Live public comments are for the Open Session agenda, non-agenda and closed session items.

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- 2) Livestream online at [www.foothillsmedia.org/MUSD](http://www.foothillsmedia.org/MUSD)

**A. CONVENED BOARD OF EDUCATION OPEN SESSION MEETING (6:30 p.m.)**

1. Board President Travanti convened the Open Session meeting at 6:34 p.m.
2. Pledge of Allegiance was led by Monroe ES

3. Roll Call:

Maritza Travanti, President	Present	Ryan D. Smith, Superintendent	Present
Selene Lockerbie, Vice Pres.	Present	Sue Kaiser, Asst. Supt., Ed Services	Present
Traci Gholar, Clerk	Present	Darvin Jackson, Asst. Supt., HR	Present
Jennifer Anderson, Member	Present	Charles Poovakan, Chief Tech. Officer	Present
Robert Hammond, Member	Present		
COHS/MP Student Board Member Brianna Campbell Present			

**B. ORDER OF BUSINESS**

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

**There were no changes to the order.**

2. Approved the Minutes of the Regular Board of Education Mtg. on October 13, 2021.

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

**BM Mins - 101321**

[BM Mins - 101321.pdf](#)

## C. COMMUNICATIONS

### 1. Board Member Reports

- **Board Vice-President Lockerbie** shared about a recent service project of Girl Scout Troop 2851 where they planted mile marker posts in the hills of Monrovia. **Board Vice-President Lockerbie** also thanked the Hillside Wilderness Reserve for allowing the troop to complete this project.
- **Board Member Anderson** shared with the community about the recent unveiling of the new electric **Monrovia Reads Literacy Van** at the Monrovia Public Library, which occurred on October 27, 2021.
- **Board President Travanti** shared with the community about a recent interview of **Student Board Members Alexia Holt and Brianna Campbell** by California School News radio, and encouraged the community to check out the interview.

### 2. Student Board Member Report

### 3. Report from the Superintendent

- **Dr. Smith** shared about Monroe ES PTA “Jog-a-thon” fundraiser where they raised \$26,000 for their efforts. **Dr. Smith** also shared about a recent visit he made to MHS, and witnessed a “Socratic seminar.” **Dr. Smith** shared about his status as a “Rotarian,” as he is now a member of the Monrovia Rotary Club. Finally, **Dr. Smith** invited the community to come and support the undefeated Boys Varsity MHS Wildcats football team at their next game which occurred on October 28, 2021.

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

In accordance with AB 361, members of the public may provide live public comment by clicking and registering using this link: <https://tinyurl.com/u98zwtvc>. Once you have registered, you will receive a link to join the meeting via the email address you used to register. During the public comments section of the meeting, you will be prompted to unmute your microphone. Please state your name, and identify whether or not your comment is for an open or closed session agenda item. You may then give your live public comment. 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, totaling no more than 20 minutes per topic or agenda item.

**1. Public Comments for items not on the Agenda**, in compliance with the Brown Act, legally cannot be discussed by the Board during this meeting. 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.

- **Karen Suarez** of the California Native Plant Society invited all to come and attend a Native plant Sale that will occur on November 6, 2021, at the Monrovia Historical Museum.
- **Santa Fe CSMS teacher Dave Hart** invited the Board and community to participate in fundraisers at both Chipotle and Mooyah for Santa Fe CSMS and Wildrose SOCA on October 27, 2021. Mr. Hart also invited the Board to the annual Winter Concert @ Santa Fe CSMS on December 9, 2021.

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

- There were none.

### 3. Public Comments for items on the Closed Session Agenda

- There were none.

## E. INFORMATIONAL REPORTS AND PRESENTATIONS



**1. MONROVIA COMMUNITY ADULT SCHOOL UPDATE. (*Flint Fertig, Director of Adult Education & Alternative Programs*).**

The Board of Education received an informational report on the Monrovia Community Adult School and alternative programs.

**2. 2021-22 CENSUS DAY ENROLLMENT AND UNDUPLICATED STUDENT COUNT REPORT. (*David Conway, Director of Fiscal Services*).**

The Board of Education received the 2021-22 Census Day Enrollment and Unduplicated Student Count Report.

[October 2021 Census Day Enrollment Report.pdf](#)

**F. CONSENT AGENDA**

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

Consent Agenda Item(s) Pulled, if any: **There were none.**

Approval of Consent Agenda:

**Motion by Board Member Anderson to approve with the caveat that the Board receive data on agenda item #'s 21/22-1064 & 21/22-1066, so that effectiveness of the programs can be assessed, seconded by Board Member Gholar, Vote 5-0**

Board Member Hammond – Y, Board Member Anderson – Y, Board Member Gholar - Y, Board Member Lockerbie – Y, Board President Travanti – Y

**EDUCATIONAL SERVICES**

**1. 21/22-1061 - ADOPTION OF RECOMMENDED TEXTBOOKS**

The Board of Education adopted textbooks for high school mathematics and geography in grades 9 through 12.

**2. 21/22-1063 - AGREEMENT WITH CALIFORNIA DANCE INSTITUTE (CDI)**

The Board of Education approved an agreement with the California Dance Institute (CDI) for the 2021-22 school year.

[CDI - Wild Rose - 20211027.pdf](#)

**3. 21/22-1064 - AGREEMENT WITH EXPLORELEARNING TO INCLUDE FRAX FOUNDATIONS**

The Board of Education approved a proposal with ExploreLearning to expand the agreement approved July 28, 2021, to include Frax Foundations.

[ExploreLearning Frax Proposal - 20211027.pdf](#)

**4. 21/22-1065 - AGREEMENT WITH FOOD ED**

The Board of Education approved an agreement with Food Ed for an in-person STEAM Garden and Food Science Program at Monroe Elementary School for the 2021-22 school year.

[FoodED - Monroe - 20211027.pdf](#)

**5. 21/22-1066 - AGREEMENT WITH ROCKETOLOGY, LLC**

The Board of Education approved an agreement with Rocketology, LLC, to provide science activities for our English Language Development classes at Santa Fe Computer Science Magnet School.

[Rocketology - Contractor Agreement for Science Programming - 20211027.pdf](#)

**BUSINESS SERVICES**

**6. 21/22-2053 - PURCHASE ORDERS AND PAYMENT OF BILLS**

The Board of Education ratified purchase orders in the amount of \$703,669.63, issued September 24, 2021, through October 8, 2021, and payments in the amount of \$6,129,735.08 issued September 29, 2021, through October 12, 2021.

[BA Item 2053\(b-e\) Purchase Order Rpt 10-27-21.pdf](#)

#### **7. 21/22-2054 - DISTRICT CASH RECEIPTS**

The Board of Education received District cash receipts; Deposit Report No. 12 through No. 13 deposited October 4, 2021, through October 13, 2021, for a total amount of \$306,523.38.

[BA Item 2054\(b\) Deposit Rpt #12-13 10-27-21.pdf](#)

#### **8. 21/22-2055 - BUDGETARY TRANSFERS AND REVISIONS**

The Board of Education approved the budgetary adjustments as submitted.

[BA Item 2055\(b\) Budgetary Transfers 10-27-21.pdf](#)

#### **9. 21/22-2056- ACCEPTANCE OF GIFTS**

The Board of Education accepted the gifts as described in the Acceptance of Gifts Report No. 2122-06.

[Acceptance of Gifts #2056-20211027.pdf](#)

#### **10. 21/22-2057- PROFESSIONAL SERVICE AGREEMENTS**

The Board of Education approved the Professional Service Agreements Report #7 for the Monrovia Unified School District 2021-22 SY.

[Professional Service Agmts #7 - 102721.pdf](#)

### **HUMAN RESOURCES**

#### **11. 21/22-3029 - PERSONNEL ASSIGNMENTS**

The Monrovia Unified School District Board of Education approved Personnel Assignments Report #7.

[2021-10-27 Personnel Report 7.pdf](#)

#### **12. 21/22-3030 - CERTIFICATED EMPLOYEE CREDENTIAL REPORT 2021-2022**

The Board of Education received a report on the certificated employee credentials held by all K-12 teaching staff during the 2021-2022 school year.

[Credential Report 2021-22.pdf](#)

#### **13. 21/22-3031 - CONFERENCE /IN-SERVICE ATTENDANCE AND TRAVEL**

The Board of Education approved the Travel and Conference Report #3.

[10272021 Travel Conference.pdf](#)

#### **14. 21/22-3034 - QUARTERLY UNIFORM COMPLAINT**

The Board of Education received a quarterly Williams Uniform Complaint report.

[1st quarter 2021 UCP Reporting signed.pdf](#)

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

#### **EDUCATIONAL SERVICES – Sue Kaiser, Ed.D., Asst. Supt. of Educational Svcs.**

##### **1. 21/22-1062 - ADOPTION OF THE ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) III PLAN**

The Board of Education adopted the Elementary and Secondary School Emergency Relief (ESSER) III Plan.

**Motion by Board Member Lockerbie to approve with the caveat that the Board receive updates and provide input on how funds are spent with respect to facilities, supplying social-emotional supports to students, and other such matters they deem pertinent, seconded by Board Member Anderson,**

Board Member Hammond – Y, Board Member Anderson – Y, Board Member Gholar - Y,  
Board Member Lockerbie – Y, Board President Travanti – Y  
[ESSER III Expenditure Plan.pdf](#)

**HUMAN RESOURCES – Darvin Jackson, Ed.D., Asst. Supt. of Human Resources**

**2. 21/22-3018 - AGREEMENT WITH COVID CLINIC INC.**

The Board of Education ratified an agreement with COVID Clinic Inc. to perform COVID 19 weekly testing and host vaccine clinics as needed.

Motion by Board Member Hammond seconded by Board Member Anderson, **Vote 5-0**  
Board Member Hammond – Y, Board Member Anderson – Y, Board Member Gholar - Y,  
Board Member Lockerbie – Y, Board President Travanti – Y  
[COVID Clinic Inc. Agreement.pdf](#)

**3. 21/22-3032 - PUBLIC HEARING AND APPROVAL OF CSEA/DISTRICT JOINT INITIAL PROPOSAL TOPICS FOR 2021-22 NEGOTIATIONS**

The Board of Education held a public hearing on the joint initial proposal topics for modification of the current CSEA/District collective bargaining agreement and approved the Joint Initial Proposal for the 2021-22 school year.

**H. OPENED PUBLIC HEARING FOR APPROVAL OF JOINT INITIAL TOPICS FOR 2021-22 NEGOTIATIONS at 8:26 p.m.**

**I. CLOSED PUBLIC HEARING FOR APPROVAL OF JOINT INITIAL TOPICS FOR 2021-22 NEGOTIATIONS at 8:27 p.m.**

Motion by Board Member Hammond seconded by Board Member Lockerbie, **Vote 5-0**  
Board Member Hammond – Y, Board Member Anderson – Y, Board Member Gholar - Y,  
Board Member Lockerbie – Y, Board President Travanti – Y  
[Joint Initial Proposal 2021-2022 electronic signatures.pdf](#)

**4. 21/22-3033 - PUBLIC HEARING AND APPROVAL OF MTA/DISTRICT JOINT INITIAL PROPOSAL TOPICS FOR 2021-22 NEGOTIATIONS**

The Board of Education held a public hearing on the joint initial proposal topics for modification of the current MTA/District collective bargaining agreement and approved the Joint Initial Proposal for the 2021-22 school year.

**J. OPENED PUBLIC HEARING FOR APPROVAL OF JOINT INITIAL TOPICS FOR 2021-22 NEGOTIATIONS at 8:28 p.m.**

**K. CLOSED PUBLIC HEARING FOR APPROVAL OF JOINT INITIAL TOPICS FOR 2021-22 NEGOTIATIONS at 8:29 p.m.**

Motion by Board Member Hammond seconded by Board Member Gholar, **Vote 5-0**  
Board Member Hammond – Y, Board Member Anderson – Y, Board Member Gholar - Y,  
Board Member Lockerbie – Y, Board President Travanti – Y  
[INITIAL PROPOSAL ELECTRONIC SIGNATURES.pdf](#)

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

**5. 21/22-5022 - BOARD POLICY 5112.5, OPEN CAMPUS**

The Board of Education received for first reading Board Policy 5112.5, *Open Campus*, as recommended by the California School Boards Association (CSBA).

[5112.5 BP OPEN CAMPUS.pdf](#)

**6. 21/22-5023 - BOARD POLICIES 5113, ABSENCES AND EXCUSES, 5113.1, CHRONIC ABSENCE AND TRUANCY, AND THEIR ACCOMPANYING ADMINISTRATIVE REGULATIONS**

The Board of Education received for first reading Board Policies 5113, *Absences and Excuses*, 5113.1, *Chronic Absence and Truancy*, and their accompanying administrative regulations as recommended by the California School Boards Association (CSBA).

[5113 BP ABSENCES AND EXCUSES.pdf](#)

[5113 AR ABSENCES AND EXCUSES.pdf](#)

[5113.1 BP CHRONIC ABSENCE AND TRUANCY.pdf](#)

[5113.1 AR CHRONIC ABSENCE AND TRUANCY.pdf](#)

#### **7. 21/22-5024 - RESOLUTION RECOGNIZING THE STATE OF EMERGENCY AND DECLARING THE NEED FOR TELECONFERENCED MEETINGS PURSUANT TO AB 361**

The Board of Education adopted Resolution No. 2122-09, recognizing the state of emergency and declaring the need for teleconferenced meetings pursuant to AB 361.

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

[AB 361 Resolution.pdf](#)

#### **8. 21/22-5025 - INDEPENDENT AUDIT AND REVIEW OF ALL RECORDS, TRANSACTIONS, POLICIES, PRACTICES, AND PROCEDURES RELATED TO EMPLOYEE ABSENCES AND LEAVES, INCLUDING COMPENSATED ABSENCES**

The Board of education directed the Superintendent to select an independent auditor to audit and review all records, transactions, policies, practices, and procedures related to employee absences and leaves, including compensated absences, and prepare a report for the Board of Education that includes findings, conclusions, and recommendations.

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

#### **9. 21/22-5026 - PENDING BOARD ISSUES**

The Board of Education received status information on identified tasks and review issues of interest for future attention.

[Pending Board Issues-102721.pdf](#)

### **L. OLD BUSINESS**

- Wednesday, November 10, 2021; 5:30 p.m. - Jt. Board/PC Meeting (Teacher of the Year)
- Monday, December 6, 2021; 6:30 p.m. - Jt. Board/City Council Meeting @ District Office
- Wednesday, December 8, 2021; 6:30 p.m. - Annual Organizational Mtg. & Regular Board of Education Meeting

### **M. NEW BUSINESS**

- Pupil Free Day (Pupil Free Day) - November 1, 2021
- Veteran's Day (ALL SITES CLOSED) - November 11, 2021
- State of the Schools - November 17, 2021; 6pm
- Thanksgiving Break (ALL SITES CLOSED) - November 22-26, 2021

- N. RECESSED the BOARD OF EDUCATION OPEN SESSION MEETING in memory of Herman "Andy" Anderson at 8:48 p.m.**
- O. CONVENED the BOARD OF EDUCATION CLOSED SESSION at 8:58 p.m.**
1. Collective Bargaining Session (Government Code Section 54957.6) - for the purpose of discussing matters within the scope of representation and instructing its designated representatives for negotiations with the California School Employees Association (CSEA) and the Monrovia Teachers' Association (MTA).
  2. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
  3. Public Employment (Government Code Section 54957) - *MHS Assistant Principal, Wellness Center Specialist*
- P. ADJOURNED the BOARD OF EDUCATION CLOSED SESSION at 10:04 p.m.**
- Q. RECONVENED the REGULAR BOARD OF EDUCATION OPEN SESSION.**
1. Board President Travanti called the meeting to order at 10:04 p.m.
  2. Report out on Closed Session
    - **Board President Travanti** reported that the Board voted unanimously to appoint **Amber Green** to the position of ***HS Assistant Principal***, and voted unanimously to appoint **Laura Ives** to the position of ***Wellness Center Specialist***.
- R. Board President Travanti ADJOURNED the REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 10:05 p.m.**

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Dr. Ryan D. Smith, Superintendent & Secretary to the Board

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Traci Gholar, Board Clerk

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

**1. PAPER LEARNING INC. (*Dr. Ryan D. Smith, Superintendent*).**

## RECOMMENDATION

The Board of Education will receive a presentation from Paper Learning Inc. about their virtual tutoring product.

## ATTACHMENTS



# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

**2. PERSONNEL COMMISSION ANNUAL REPORT FOR 2020-2021. (*Dr. Darwin Jackson, Asst. Supt. of Human Resources*).**

## RECOMMENDATION

The Monrovia Unified School District Board of Education is requested to receive the Personnel Commission Annual Report for 2020-2021.

## Rationale:

### Background:

Education Code 45226 requires that the Personnel Commission prepare an annual report of its activities to the governing board.

### Legal References:

Education Code 45266.

## Additional Information:

## ATTACHMENTS

- [Personnel Commission Annual Report 2020-21.pdf](#)

## SPOTLIGHTS

Lupe Davis, the Board of Education's appointee, was reelected and sworn in on January 21, 2021. Ms. Davis' term expires December 1, 2023.

On May 20, 2021, the Personnel Commission honored Liana Beserra, Administrative Secretary (PPS); Alicia Escobar, Production Center Manager (MHS Food Services); and Nancy Kemp Instructional Assistant (Clifton/Santa Fe Middle Schools), as Classified Employees of the Year.

### **Our sincere appreciation to those who assisted in the selection process.**

- Araceli Briones, Secretary, MUSD
- Gil Cardenas, Maintenance and Operations Manager, San Marino USD
- Ricardo Chavez, Custodian, MUSD
- Victor Contreras, Groundskeeper, I MUSD
- Javier De La O, Data Support Specialist, MUSD
- Alicia Escobar, Production Center Manager, MUSD
- Veronica Escobedo, Clerical Assistant III, MUSD
- Jacqueline Guerrero, Secretary, MUSD
- Alex Lara, Head Custodian, MUSD
- Fernando Martinez, Former MOT Director, MUSD
- Dennis Rios, Lead Groundskeeper, MUSD
- Zulma Solano, Clerical Assistant II, MUSD
- Richard Tamez, Food Service Manager, MUSD
- Lisa Woods, Technology Administrative Secretary, MUSD

## Personnel Commissioners

**Noberto Tito Moraga**  
Chairperson

**Lupe Davis**  
Vice-Chairperson

**Jeanne Tyler**  
Member

## Personnel Commission Staff

**Darvin Jackson, Ed.D.**  
Assistant Superintendent, Human Resources, and Secretary to the Commission

**Claudia Granger**  
Personnel Services Administrative Secretary

**Nancy French**  
Personnel Analyst

**Obdulia Moreno**  
Personnel Specialist

**Theresa Brunn**  
Personnel Technician

**Gabriela Chavez**  
Clerical Assistant II

Personnel Commission meetings are regularly scheduled on the third Thursday of the month at 3:00 p.m. in the Administration Center Board Room.

Monrovia Unified School District  
325 East Huntington Drive  
Monrovia, CA 91016  
(626) 471-2000

# Personnel Commission Annual Report

MONROVIA  
UNIFIED  
SCHOOL  
DISTRICT

2020 - 2021

## STATEMENT OF PURPOSE

We believe that as personnel people – Commissioners and staff – we are also service people. We are here to provide support and assistance to those whose responsibility it is to operate the District. We stand ready to help in any way that we can.

It is our fundamental purpose to insure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness.

It is our purpose to provide the District with a quality human resources management program, well-qualified classified employees, and to assist the District to achieve and maintain a good working environment for all employees. It is our goal to “get the job done” legally, properly, and ethically within the framework of the Education and Government Codes, and the Merit System.

## THE MERIT SYSTEM

The merit system is a system of rules and procedures similar to civil service, which governs classified school personnel. Its fundamental purpose is to insure that employees are selected, promoted, retained without favoritism or prejudice, on the basis of merit and fitness. In merit system school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three year staggered terms.

## MERIT PRINCIPLES

- Hire and promote employees on the basis of ability, with open competition in initial appointment.
- Remove appointments to positions from the political arena or personal favoritism.
- Ensure that employees doing like work are classified the same and receive like pay.
- Provide for fair and impartial rules and consistency of administration of rules.
- Assure fair treatment of applicants and employees in all aspects of personnel administration without regard to ethnicity, age disabling condition, sex, political affiliation, or religious beliefs; but with proper regard for their privacy and constitutional rights as citizens.

## ELIGIBILITY LISTS ESTABLISHED

Clerical Assistant II (2)  
 Clerical Assistant III (2)  
 Compensatory Education Technician  
 Custodian (3)  
 Data Support Clerk  
 Educational Services Administrative Secretary  
 Extended School Program Manager  
 Food Service Manager  
 Groundskeeper I  
 Health Clerk  
 Lead Groundskeeper  
 Purchasing and Warehouse Assistant  
 Senior Account Clerk (2)

## COMMISSION ACTIVITIES

The Personnel Commission and its staff perform a wide range of technical functions to support the classified service of Monrovia Unified School District.

The functions performed include but are not limited to the recruitment and screening of applicants; creating and administering of employment tests; establishing eligibility lists for the selection of personnel; administering employee orientation; conducting classification and compensation studies; performing computerized human resources functions; tracking changes in employee status; coordinating disciplinary actions and performance evaluations; counseling employees; and tracking absences.

## The following data provide an overview of Commission activities for 2020-21:

	2020-21	2019-20
<b>MEETINGS</b>		
Number of regular meetings	8	10
Number of joint meetings	2	1
Number of special meetings	0	3
Number of study sessions	0	1
<b>CLASSIFICATIONS</b>		
Positions Classified/Reclassified	1	1
Classification Descriptions Revised	1	12
Classification Studies	1	1
Salary Studies	1	1
<b>EXAMINATIONS</b>		
Applications Received	312	306
Applicants Tested	68	157
Eligibles Certified	56	61
Eligibility Lists Established	18	14
<b>EMPLOYMENTS</b>		
New Employees	13	34
Student Workers (includes TPP, Workability and Tutors)	0	192
Reemployments	0	6
Ltd. Term (includes Provisional, Substitute, and Extra Hours Assignments)	901	726
Ltd. Term (Summer School)	63	62
<b>CHANGES OF STATUS</b>		
Promotions	9	4
Change in Hours, Transfers, Reclassifications etc.	31	90
<b>LEAVES</b>		
Leaves of Absence	48	48
<b>RESIGNATIONS/TERMINATIONS</b>		
Resignations/Dismissals/Other	32	51
Retirements	11	7
Layoff/Placement on 39-month Reemployment List	0	1
Suspensions	0	0

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 1. 21/22-1067 - CONTRACT WITH CENTRE STAGE, INC.

#### RECOMMENDATION

The Board of Education is requested to approve a contract between Centre Stage, Inc., and the Monrovia Unified School District on behalf of Clifton Middle School for the production of the 2022 spring musical.

#### Rationale:

As the District has expanded arts in education at the elementary level with the creation of the Wild Rose School of Creative Arts, there is a need to build up the arts program in the secondary schools. To this end, the Board is requested to approve a contract with Centre Stage, Inc., to produce, direct, cast, stage, and choreograph, the 2022 spring musical for Clifton Middle School. As part of this contract, Centre Stage, Inc., will purchase the rights for the spring musical (after approval of content from site administration), provide all costumes and sets, and provide an opportunity for all Clifton students who wish to audition. Additionally, Centre Stage, Inc., will be responsible for hiring additional staff as needed, including, but not limited to, choreographer, lighting designer, sound technician, and set designer. Centre Stage will be responsible for any damage(s) to Clifton's theatre and its contents, including equipment, props, or costumes belonging to Clifton's Drama Department or to school property in general.

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

Total cost for this agreement is \$18,000 to be paid from Clifton's Supplemental and Concentration funds.

#### Legal References:

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

#### Additional Information:

A copy of the proposed contract is attached.

## ATTACHMENTS

- [Centre Stage Agreement.pdf](#)

**MONROVIA UNIFIED SCHOOL DISTRICT**

325 E. Huntington Dr.  
Monrovia, CA 91016  
(626) 471-2000

**PERSONAL SERVICES CONTRACT  
AGREEMENT/PURCHASE ORDER NUMBER**

**THIS CONTRACT** made and entered into this 9<sup>th</sup> day of November, **2021** by and between Centre Stage, Inc., hereinafter called the **PROVIDER** and the **MONROVIA UNIFIED SCHOOL DISTRICT**, hereinafter called the **DISTRICT**.

WITNESSETH; The parties do hereby contract and agree as follows:

1. The **PROVIDER** shall furnish the **DISTRICT** for a total contract price of:

Eighteen Thousand Dollars Even Dollars (\$ 18,000 )

the following services: Produce, direct, cast, stage, and choreograph the spring performance for Clifton Middle School in the spring of 2022. Dates and time for the spring musical, including rehearsal and performance times, to be mutually agreed upon by the Clifton Administration and Provider based on school calendar and availability.

Provider also agrees to the following stipulations:

- Provider will purchase rights for the spring performance and provide an opportunity for all Clifton students who wish to audition;
- Provider will provide costumes and sets;
- Provider will be solely responsible for hiring additional needed, such as, but not limited to choreographer, lighting designer, sound technician, and set designer;
- Communication regarding this agreement should take place with Clifton's administration first and then the Director of Performing arts, if necessary.
- Provider agrees to be responsible for any damage to the Clifton Auditorium and its contents by their staff, including equipment, props, or costumes belonging to the Clifton Drama Department or to school property in general, if damage occurs while Provider is occupying the Clifton Auditorium.

2. The term of this contract shall begin October 27, 2021 and will terminate on or before May 27, 2022.

3. The Contractor shall not commence work under this Contract until the insurance required under Paragraph 19 of the **Terms and Conditions** and satisfactory proof of such insurance has been submitted to the District and said insurance has been approved by the District.

4. Payment Schedule - Payment for the work shall be made upon submission of monthly statements and the District's written approval of the work (which approval shall not be unreasonably withheld).

5. Approvals for payment shall be authorized by a responsible District administrator.

6. The Contract includes the general terms and conditions as printed and set forth on the following pages, and the Provider, by executing this Contract, agrees to comply with all such general terms and conditions.

7. The Provider shall guarantee that all professional services rendered in the performance of this Contract are in keeping with current generally accepted practices for an educational institution.

8. IN WITNESS WHEREOF, the parties hereunto have subscribed to this Contract, including all Contract Documents as listed below:

- Insurance Forms
- Addendum Containing Specific Terms and Conditions

-







# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 2. 21/22-2058 - PURCHASE ORDERS AND PAYMENT OF BILLS

#### RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of \$536,730.73 issued October 8, 2021, through October 22, 2021, and payments in the amount of \$474,945.08 issued October 13, 2021, through October 27, 2021.

#### Rationale:

In accordance with the 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 those employees who have been approved through the Personnel Assignment Report process.

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

All payments are paid from the appropriate fund balances, maintaining the integrity of the budget.

#### Legal References:

California Education Code 42647 states that the Board of Education shall approve all payments and purchase orders.

#### Additional Information:

Copies of the detailed Purchase Order and Warrant Summary reports are attached.

## ATTACHMENTS

- [BA Item 2058\(b-e\) Purchase Order Rpt 11-10-21.pdf](#)

October 27, 2021

SUBMITTED FOR RATIFICATION: November 10, 2021

PRINTED: October 8, 2021 – October 22, 2021

Purchase Order: P22-0378 – P22-0551

Purchase orders printed out of sequence: P22-0378

Change Orders: P21-1286, P22-0346, P22-0354, P22-0433, P22-0523

Purchase orders excluded from sequence: P22-0379 - P22-0495,

Fund Summary

General Fund (01)	\$	517,281.06
Adult Education Fund (11)		19,198.85
Cafeteria Fund (13)		<u>250.82</u>
Total.....	\$	<u>536,730.73</u>

RECOMMENDED: November 10, 2021



## Includes Purchase Orders dated 10/08/2021 - 10/22/2021

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P22-0378	CURRICULUM ASSOCIATES, INC.	0001	Phonics for Reading Gr 1-3 Bradoaks	01-4310	1,507.92
P22-0496	On Site Welding & Construction	0047	MHS Softball Field Fence	01-6170	8,823.00
P22-0497	Power Muffler & Brakes Inc.	0047	Open PO Maintenance Vehicle Repair 2021-22	01-5660	3,000.00
P22-0498	LAKESHORE LEARNING MATERIALS	0005	Instructional Supplies	01-4310	6,646.48
P22-0499	MUSCO LIGHTING (WEST REGION)	0047	MHS Field Lighting Replacement Bulb service	01-5630	5,512.50
P22-0500	DAVE BANG ASSOC., INC.	0047	Open PO Playground repair/replace 2021-22	01-5630	5,000.00
P22-0501	ALL STAR GLASS	0047	Window Repair MOT Fleet	01-5630	551.25
P22-0502	APPLE COMPUTER, INC.	0014	CTE-MHS Computers for Pathways	01-4440	77,474.88
P22-0503	POSITIVE PROMOTIONS	0014	Counseling Safe and Healthy Students	01-4310	702.82
P22-0504	Regional TAP Service Center	0014	Tap Cards for Student Field Trips	01-5884	640.00
P22-0505	COURTNEY GLASS	0014	CIA & DAC/DELAC Meetings Supplies/Snacks	01-4390	112.61
P22-0506	AMAZON.COM	0014	Glue Sticks for Clifton & Santa Fe	01-4310	1,260.62
P22-0507	AMS.NET, Inc.	0022	Network Support	01-5810	126,500.00
P22-0508	TIME & ALARM SYSTEMS	0022	Repair Clifton PA System	01-5630	875.86
P22-0509	TIME & ALARM SYSTEMS	0022	Repair MHS PA System	01-5630	365.54
P22-0510	TIAA Bank	0005	Wild Rose Copier Lease - 2021-22	01-5610	2,136.56
P22-0511	TIAA Bank	0007	Copy Machine - Santa Fe Attendance Office	01-5610	1,648.72
P22-0512	T-MOBILE USA, INC.	0022	Mobile Hotspots for Students	01-5912	32,908.80
P22-0513	WELLS FARGO FINANCIAL LEASING	0040	Canyon Oaks Copiers Lease Year 2	01-5610	2,759.20
P22-0514	ORIENTAL TRADING CO., INC. RICH HOUSLEY	0005	Instructional Supplies	01-4310	4,248.76
P22-0515	FOLLETT LIBRARY BOOK CO.	0001	Library Books - Bradoaks	01-4210	9,643.37
P22-0516	Home Depot Pro	0007	Irrigation Supplies for Santa Fe - Hoses	01-4380	162.70
P22-0517	AMAZON.COM	0007	Computer Power Cords for Student Chromebooks	01-4310	151.48
P22-0518	AMAZON.COM	0007	Instrument parts for Band Class - SF	01-5630	23.15
P22-0519	Cecil Chee	0007	Reimbursement to Mr. Cecil Chee	01-4310	277.91
P22-0520	MICHELE COSTARELLA	0002	Petty Cash Replenishment for Michele Costarella	01-4310	295.73
P22-0521	ALOHA EVENT SERVICES	0008	Table Rental for PSAT Testing - MHS	01-5610	1,824.00
P22-0522	AMAZON.COM	0010	ID Card Printer Machine	11-4440	886.85
P22-0523	Hudi	0008	Hudl Subscription - Essential Package	01-5841	10,107.80
P22-0524	Collaborative Classroom	0002	Instructional Materials for Intervention	01-4310	3,281.44
P22-0525	LACOE - LA COUNTY SCIENCE OLYM PIAD - GARY WIDDISON	0012	LACOE SUPERINTENDENT COLLABORATIVE 2021	01-5220	45.00
P22-0526	SOUTHWEST SCHOOL & OFFICE SUPPLY	0050	Inventory Items	01-9320	3,604.69

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

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Page 1 of 3



**Includes Purchase Orders dated 10/08/2021 - 10/22/2021**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount	
P22-0527	LACOE - LA COUNTY SCIENCE OLYM PIAD - GARY WIDDISON	0014	Mathematics Education-Virtual	01-5220	100.00	
P22-0528	LEARNING A-Z	0004	RAZ PLUS Renewal S. Reveles	01-5841	216.00	
P22-0529	Codesters, Inc.	0007	License to use Codesters Curriculum	01-5841	7,000.00	
P22-0530	Trimark RW Smith	0052	Insulated Food Transport Bags for WR cafe	13-4390	250.82	
P22-0531	Sharp Business Systems	0008	copier staples - MHS Library	01-4390	216.09	
P22-0532	Office Depot, LLC	0002	Podium - Donation Account	01-4310	363.81	
P22-0533	CITY OF MONROVIA	0040	Police False Alarm - BR	01-5819	500.00	
P22-0534	U.S. POSTMASTER / POST-OFFICE	0040	Postage to Mail MHS Report Cards	01-5920	737.60	
P22-0535	LEADERSHIP ASSOCIATES	0012	EXECUTIVE SEARCH SERVICES FOR DEPUTY SUPT.	01-5850	15,000.00	
P22-0536	Cecil Chee	0007	Reimbursement Instructional Material - Mr. Chee PL	01-4310	663.00	
P22-0537	CIVIC PUBLICATIONS	0010	Fall Course Catalog - Adult Ed	11-5839	18,312.00	
P22-0538	Food Exploration and Discovery	0001	Contract for Garden Education - BR	01-5850	8,220.00	
P22-0539	SHI INTERNATIONAL CORP	0022	Renewal Adobe 20/21	01-5841	3,972.45	
P22-0540	CLAUDIA GRANGER	0030	NEW TEACHER BREAKFAST COSTS	01-4390	387.71	
P22-0541	CROSS COUNTRY EDUCATION	0030	OPEN PO SUBS FOR DISTRICT	01-5810	100,000.00	
P22-0542	MARGARET A. CHIDESTER & ASSOC	0030	OPEN PO Legal	01-5821	55,000.00	
P22-0543	SPARKLETTS	0015	Water Service for OT Clinic	01-4390	250.00	
P22-0544	B & H	0014	CTE-MHS Video Production Class Supplies	01-4310	3,225.08	
				01-4410	2,107.49	
P22-0545	AMAZON.COM	0014	Counseling Safe and Healthy Students	01-4310	293.01	
P22-0546	Megaphone Ink	0014	CTE-MHS Auto Class	01-4490	1,565.55	
P22-0547	AMAZON.COM	0007	Instructional Material	01-4310	121.26	
P22-0548	AMAZON.COM	0001	Maker Space Science Room - BR	01-4390	179.88	
P22-0549	HOME DEPOT	0001	Maker Space Supplies - BR	01-4390	270.20	
P22-0550	SCHOLASTIC INC.	0001	Scholastic books for Kinder	01-4210	458.04	
P22-0551	AMAZON.COM	0001	Maker Space Supplies - BR	01-4390	125.64	
<b>Total Number of POs</b>				<b>57</b>	<b>Total</b>	<b>532,515.27</b>

**Fund Recap**

Fund	Description	PO Count	Amount
01	General Fund	54	513,065.60
11	Adult Education Fund	2	19,198.85
13	Cafeteria Fund	1	250.82
		<b>Total</b>	<b>532,515.27</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Includes Purchase Orders dated 10/08/2021 - 10/22/2021

**PO Changes**

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
P22-0067	1,000.00	01-4380	General Fund/Maintenance Supplies	500.00-
P22-0095	5,000.00	01-5570	General Fund/Pest Control	3,000.00-
P22-0346	2,500.00	01-4310	General Fund/Materials and Supplies	1,000.00-
P22-0354	5,000.00	01-5630	General Fund/Repairs	3,000.00-
P22-0433	959.25	01-4310	General Fund/Materials and Supplies	114.88
			<b>Total PO Changes</b>	<b>7,385.12-</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

**RATIFICATION OF WARRANTS  
RECOMMENDED FOR BOARD APPROVAL**

November 10, 2021

ACCOUNTS PAYABLE:

DATE ISSUED: October 13, 2021 through October 27, 2021

Batch Numbers: 0289 - 0303 \$ 474,945.08

**TOTAL DISTRICT ACCOUNTS: \$ 474,945.08**

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 3. 21/22-2059 - DISTRICT CASH RECEIPTS

## RECOMMENDATION

The Board of Education is requested to receive District cash receipts; Deposit Report No. 14 deposited October 26, 2021, for a total amount of \$353,163.25.

## Rationale:

District cash receipts are presented to keep the Board apprised of all monetary transactions not processed through wire transfers from the Department of Finance or the Los Angeles County Office of Education (LACOE).

## Background:

## Budget Implication (\$ Amount):

Budget adjustments will be made if the funds received are not currently in the budget.

## Legal References:

## Additional Information:

A copy of deposit report #14 is attached.

## ATTACHMENTS

- [BA Item 2059\(b\) Deposit Rpt #14 11-10-21.pdf](#)

DEPOSIT REPORT

10/26/2021

**DEP #14**

ACCOUNT	AMOUNT	
11.0-63910.0-00000-00000-8590-0000000	<u>\$ 353,163.25</u>	Adult Education Block Grant
Total	<u><u>\$ 353,163.25</u></u>	Adult Education Fund

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 4. 21/22-2060 - BUDGETARY TRANSFERS AND REVISIONS

#### RECOMMENDATION

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

#### Rationale:

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

#### Background:

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

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

No impact on fund balance. (See additional information)

#### Legal References:

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

#### Account:

#### Additional Information:

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

## ATTACHMENTS



- [BA Item 2060\(b\) Budgetary Transfers 11-10-21.pdf](#)

**FISCAL SERVICES DEPARTMENT  
Fiscal Year 2021 - 2022**

Board Report:  
Budget Revision

Board Meeting Date:  
11/10/2021

**GENERAL FUND #01.0**

**BUDGET REVISION**

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
<b>RESTRICTED LOCAL RESOURCES</b>			
<b># 90108.0 - PRO-ACTIVE TUTORING</b>			
Classified Salaries	\$2,271.00	\$2,271.00	FY 2020-21 Carryover
<b>#90109.0 - DONATIONS</b>			
Books and Supplies	\$53,823.00	\$53,823.00	FY 2020-21 Carryover
<b># 90112.0 - DONATIONS - MONROVIA ELEMENTARY OLYMPIC</b>			
Services/Other Operations	\$46.00	\$46.00	FY 2020-21 Carryover
<b>#90114.0 - DONATIONS - CABINET DEPTS.</b>			
Books and Supplies	\$92.00	\$92.00	FY 2020-21 Carryover
<b># 90121.0 - DONATIONS - DISTRICT MUSIC PROGRAM</b>			
Books and Supplies	\$6,859.00	\$6,859.00	FY 2020-21 Carryover
<b># 90122.0 - DONATIONS - M.S.F.</b>			
Books and Supplies	\$9.00	\$9.00	FY 2020-21 Carryover
<b># 90124.0 - DONATIONS - ARTS PROGRAM</b>			
Books and Supplies	\$4,105.00	\$4,105.00	FY 2020-21 Carryover
<b># 90125.0 - DONATIONS - PTA</b>			
Books and Supplies	\$44,478.00	\$44,478.00	FY 2020-21 Carryover
<b># 90210.0.0 - USE OF FACILITIES</b>			
Books and Supplies	\$179,702.00	\$179,702.00	FY 2020-21 Carryover
<b># 90221.0 - LKT - PAC - MHS</b>			
Books and Supplies	\$28,030.00	\$28,030.00	FY 2020-21 Carryover
<b># 90301.0 - EQUIPMENT SALES</b>			
<b>MHS</b>			
Books and Supplies	\$1,832.00	\$1,832.00	FY 2020-21 Carryover
<b># 90303.0 - STUDENT TRANSCRIPT FEES</b>			
<b>MHS</b>			
Books and Supplies	\$13,577.00	\$13,577.00	FY 2020-21 Carryover

**BUDGET REVISION**

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
<b># 90305.0 - STUDENT FEE COLLECTION</b>			
Books and Supplies	\$43,370.00	\$43,370.00	FY 2020-21 Carryover
<b># 90501.0 - AFTER SCHOOL PARENT CONTRIBUTION</b>			
Services/Other Operations	\$98,989.00	\$98,989.00	FY 2020-21 Carryover
<b># 90609.0 - THE ART OF TEACHING</b>			
Books and Supplies	\$26,373.00	\$26,373.00	FY 2020-21 Carryover
<b># 90610.0 - TECH ENHANCED ARTS LEARNING</b>			
Books and Supplies	\$6,823.00	\$6,823.00	FY 2020-21 Carryover
<b># 90614.0 - RECREATIONAL READING MINI-GRANT</b>			
Books and Supplies	\$1,040.00	\$1,040.00	FY 2020-21 Carryover
<b># 90615.0 - SCHOLAR DOLLARS GRANT</b>			
Books and Supplies	\$2,583.00	\$2,583.00	FY 2020-21 Carryover
<b># 90617.0 - SCALE UP! MTSS - ARTS ACADEMY</b>			
Other Supplies	\$5,244.00	\$5,244.00	FY 2020-21 Carryover
<b># 90618.0 - SPORT2 GRANT</b>			
Other Supplies	\$1,365.00	\$1,365.00	FY 2020-21 Carryover
<b># 90621.0 - INDUCTION PROGRAM</b>			
Books and Supplies	\$1,351.00	\$1,351.00	FY 2020-21 Carryover
<b># 90622.0 - EDIBLE GARDEN GRANT BRADOAKS</b>			
Books and Supplies	\$1,000.00	\$1,000.00	FY 2020-21 Carryover
<b>PLYMOUTH</b>			
Books and Supplies	\$1,000.00	\$1,000.00	FY 2020-21 Carryover
<b># 90623.0 - OUTDOOR DISCOVERY SCIENCE BRADOAKS</b>			
Books and Supplies	\$1,450.00	\$1,450.00	FY 2020-21 Carryover
<b># 90625.0 - PROMISING LEARNERS' PROJECT DISTRICTWIDE</b>			
Training & Conference	\$20,000.00	\$20,000.00	FY 2020-21 Carryover
<b># 90626.0 - ESSA SPORT GRANT DISTRICTWIDE</b>			
Services/Other Operations	\$500.00	\$500.00	FY 2020-21 Carryover
<b># 90902.0 - ASCIP SAFETY CREDIT</b>			
Services/Other Operations	\$1,715.00	\$1,715.00	FY 2020-21 Carryover

<b>BUDGET REVISION</b>
------------------------

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
<b># 93100.0 - DONATIONS - SPECIAL</b> Services/Other Operations	\$13,109.00	\$13,109.00	FY 2020-21 Carryover
<b># 93101.0 - DONATIONS - OTHER DISTRICTWIDE</b> Services/Other Operations	\$3,317.00	\$3,317.00	FY 2020-21 Carryover
Total Restricted Local Resources	<u>\$589,308.00</u>	<u>\$589,308.00</u>	
<b><u>TOTAL BUDGET REVISION</u></b>	<b><u>\$589,308.00</u></b>	<b><u>\$589,308.00</u></b>	

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 5. 21/22-2061 - CUMULATIVE OBJECT SUMMARY REPORTS

#### RECOMMENDATION

The Board of Education is requested to receive the final District Cumulative Object Summary report for the month of September 2021.

#### Rationale:

The District Cumulative Object Summary report is presented to keep the Board apprised of all budget encumbrances and expenditures for the General Fund Unrestricted and Restricted Funds.

#### Additional Information:

The September 2021 Cumulative Object Summary Report is attached.

## ATTACHMENTS

- [BA Item 2061\(b\) Cumulative Object Summary Rpt \(September 2021\) 11-10-21.pdf](#)

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Totals for Major Object 1000 - 1999</i>		19,862,352.00	20,058,268.00	3,760,835.60	0.00	0.00	16,297,432.40	81.25
<i>Totals for Major Object 2000 - 2999</i>		6,271,990.00	6,333,048.00	812,829.71	0.00	0.00	5,520,218.29	87.17
<i>Totals for Major Object 3000 - 3999</i>		11,039,501.00	10,920,709.00	1,638,499.28	0.00	0.00	9,282,209.72	85.00
<i>Totals for Major Object 4000 - 4999</i>		388,116.00	388,116.00	95,708.32	102,630.87	0.00	189,776.81	48.90
<i>Totals for Major Object 5000 - 5999</i>		3,414,596.00	3,414,596.00	987,165.86	379,044.87	0.00	2,048,385.27	59.99
<i>Totals for Major Object 6000 - 6599</i>		0.00	0.00	0.00	6,658.24	0.00	-6,658.24	0.00
<i>Totals for Major Object 7100 - 7299</i>		68,830.00	68,830.00	32,107.00	0.00	0.00	36,723.00	53.35
<i>Totals for Major Object 7300 - 7399</i>		-1,334,627.00	-1,334,627.00	-142,104.30	0.00	0.00	-1,192,522.70	89.35
<i>Totals for Major Object 7610 - 7629</i>		73,470.00	73,470.00	37,843.00	0.00	0.00	35,627.00	48.49
<i>Total for Resource Range 00000.0 - 19999.9 U</i>		39,784,228.00	39,922,410.00	7,222,884.47	488,333.98	0.00	32,211,191.55	80.68

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Totals for Major Object</i>	<i>1000 - 1999</i>	5,258,373.00	5,300,108.00	1,277,512.03	0.00	0.00	4,022,595.97	75.90
<i>Totals for Major Object</i>	<i>2000 - 2999</i>	3,846,717.00	3,867,655.00	355,333.75	0.00	0.00	3,512,321.25	90.81
<i>Totals for Major Object</i>	<i>3000 - 3999</i>	7,885,622.00	7,860,629.00	482,898.36	0.00	0.00	7,377,730.64	93.86
<i>Totals for Major Object</i>	<i>4000 - 4999</i>	1,131,687.00	1,131,687.00	803,378.47	367,977.82	0.00	-39,669.29	-3.51
<i>Totals for Major Object</i>	<i>5000 - 5999</i>	2,760,754.00	2,760,754.00	1,030,728.21	876,765.66	0.00	853,260.13	30.91
<i>Totals for Major Object</i>	<i>6000 - 6599</i>	0.00	0.00	0.00	66,465.82	0.00	-66,465.82	0.00
<i>Totals for Major Object</i>	<i>7100 - 7299</i>	666,621.00	666,621.00	-11,554.50	0.00	0.00	678,175.50	101.73
<i>Totals for Major Object</i>	<i>7300 - 7399</i>	1,061,166.00	1,061,166.00	125,587.82	0.00	0.00	935,578.18	88.17
<i>Totals for Major Object</i>	<i>7610 - 7629</i>	134,136.00	134,136.00	0.00	0.00	0.00	134,136.00	100.00
<i>Total for Resource Range</i>	<i>20000.0 - 99999.9 R</i>	22,745,076.00	22,782,756.00	4,063,884.14	1,311,209.30	0.00	17,407,662.56	76.41

Report ID:	LAGL023C	64790- MONROVIA UNIFIED	Page No.	3
District:	64790	CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS	Run Date	10/28/2021
Fiscal Year :	2022	Fund :01.0 - General Fund	Run Time	10:47:59 AM
To Period :	3	FINAL		MONTHLY
Resource Range:	20000.0 - 99999.9 Restricted Resources			

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Total for Fund</i>	<i>01.0-General Fund</i>	<b>62,529,304.00</b>	<b>62,705,166.00</b>	<b>11,286,768.61</b>	<b>1,799,543.28</b>	<b>0.00</b>	<b>49,618,854.11</b>	<b>79.13</b>



Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Totals for Major Object</i>	<i>1000 - 1999</i>	2,418,197.00	2,440,455.00	382,742.89	0.00	0.00	2,057,712.11	84.32
<i>Totals for Major Object</i>	<i>2000 - 2999</i>	449,885.00	725,818.00	80,780.62	0.00	0.00	645,037.38	88.87
<i>Totals for Major Object</i>	<i>3000 - 3999</i>	1,050,328.00	1,128,552.00	120,124.31	0.00	0.00	1,008,427.69	89.36
<i>Totals for Major Object</i>	<i>4000 - 4999</i>	567,571.00	567,571.00	43,522.40	155,601.84	0.00	368,446.76	64.92
<i>Totals for Major Object</i>	<i>5000 - 5999</i>	1,912,904.00	1,897,660.00	196,189.57	201,197.57	0.00	1,500,272.86	79.06
<i>Total for Resource Range</i>	<i>00000.0 - 19999.9 U</i>	6,398,885.00	6,760,056.00	823,359.79	356,799.41	0.00	5,579,896.80	82.54

Report ID:	LAGL023C	64790- MONROVIA UNIFIED	Page No.	5
District:	64790	CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS	Run Date	10/28/2021
Fiscal Year :	2022	Fund :01.4 - S & C	Run Time	10:47:59 AM
To Period :	3	FINAL		MONTHLY
Resource Range:	00000.0 - 19999.9 Unrestricted Resources			

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Total for Fund</i>	<i>01.4-S &amp; C</i>	<b>6,398,885.00</b>	<b>6,760,056.00</b>	<b>823,359.79</b>	<b>356,799.41</b>	<b>0.00</b>	<b>5,579,896.80</b>	<b>82.54</b>

Report ID:	LAGL023C	64790- MONROVIA UNIFIED	Page No.	6
District:	64790	CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS	Run Date	10/28/2021
Fiscal Year :	2022	Fund :01.4 - S & C	Run Time	10:47:59 AM
To Period :	3	FINAL		MONTHLY
Resource Range:	00000.0 - 19999.9 Unrestricted Resources			

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Total for Distric</i>	<i>64790</i>	<b>68,928,189.00</b>	<b>69,465,222.00</b>	<b>12,110,128.40</b>	<b>2,156,342.69</b>	<b>0.00</b>	<b>55,198,750.91</b>	<b>79.46</b>

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 6. 21/22-2063- PROFESSIONAL SERVICE AGREEMENTS

#### RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report #8 for the Monrovia Unified School District 2021-22 SY.

#### Rationale:

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

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

#### Legal References:

Government Code 53060 and Board Policy 3600.

#### Additional Information:

The professional services agreement report is attached.

## ATTACHMENTS

- [Professional Service Agmts #8 -111021.pdf](#)

<b>Name/Company</b>	<b>Services</b>	<b>Amount</b>	<b>Site</b>	<b>Effective Dates</b>	<b>Funding</b>
Daniel Ramirez	Backstage Tech – Oliver	\$150.00	Performing Arts	10/28/21 – 12/31/21	Taylor Performing Arts Donations
Thomas Jaime	Backstage Tech – Oliver	\$150.00	Performing Arts	10/28/21 – 12/31/21	Taylor Performing Arts Donations
Eddie Ambriz	Backstage Tech – Oliver	\$150.00	Performing Arts	10/28/21 – 12/31/21	Taylor Performing Arts Donations
Angela Cummings	Stage Manager - Oliver	\$1200.00	Performing Arts	10/28/21 – 12/31/21	Taylor Performing Arts Donations
Sophia Lee	Performer - Oliver	\$150.00	Performing Arts	10/28/21 – 12/31/21	Taylor Performing Arts Donations
David Aldrete	Performer - Oliver	\$300.00	Performing Arts	10/28/21 – 12/31/21	Taylor Performing Arts Donations
Kevin Trevino	Performer - Oliver	\$300.00	Performing Arts	10/28/21 – 12/31/21	Taylor Performing Arts Donations

<b>Name/Company</b>	<b>Services</b>	<b>Amount</b>	<b>Site</b>	<b>Effective Dates</b>	<b>Funding</b>
Dream Big Children's Center	BCBA/RBT Services for student	\$120 p/hr for BCBA services 8 hours p/month; \$80 p/hr for RBT services for 10 hours p/ week	Special Education	11/01/21 – 06/30/22	Special Education Funds
Mindspring Education	One to one academic instruction	\$125 p/hr for one-to-one academic instruction for 270 hours of RSY & 20 hours of ESY	Special Education	11/01/21 – 06/30/22	Special Education Funds
Omni Psychology, Inc.	Counseling/Social skills Training	\$6,975.00	Special Education	11/01/21 – 06/30/22	Special Education Funds
Joe Ferrante Music Academy	Music Instruction/Fine Arts	\$978.75	Special Education	11/01/21 – 06/30/22	Special Education Funds
Kona Ice Cream of Pasadena	Provide food catering truck services for the 2021-22 SY for various school sites	No cost to the District	Business Services	11/10/21 – 06/30/22	N/A
U.S. Livescan Inc.	Provide Livescan fingerprinting services	\$18 p/ applicant, \$32 DOJ fee p/ applicant, & \$17 FBI fee when applicable	Human Resources	11/10/21 – 06/31/21	General Funds
School Services of California	Provide assistance pertaining to school finance, legislation, budgeting, fiscal issues, and state-mandated claims processes	\$4,080.00 annually, plus consultant expenses up to \$340 p/month	Business Services	11/10/21 – 06/30/21	General Funds

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 7. 21/22-2064 - ANNUAL AGREEMENT WITH EMS LINQ

#### RECOMMENDATION

The Board of Education is requested to approve an annual Software agreement with EMS LINQ, the parent company to Meal Plus, Food Services Computer Back Office (CBO) and Point of Sale (POS) System used to accurately facilitate, monitor, and report child nutrition program accounting operations to the California Department of Education (CDE).

#### Rationale:

Approval of this agreement will allow the Food Services Department to accurately monitor, account, and report meals provided to our students to the CDE. Additionally, EMS LINQ will continue to host the program offsite and provide customer support on an as-needed basis.

#### Background:

Meals Plus has been the District's Food Service Department CBO and POS System since 2010-2011. The company provides great customer service and high-quality products at a very competitive price. The District would like to continue to use this vendor for the 2021-2022 school year.

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

Total cost for this service is \$9,567 to be paid from the Food Services budget.

#### Legal References:

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

#### Additional Information:

A copy of the proposed agreement is attached.

#### ATTACHMENTS

- [BA Item 2064\(b\) EMS LINQ \(Meals Plus\) Agreement 11-10-21.pdf](#)

# EMS LINQ INC

www.linq.com

800.541.8999

# INVOICE

Invoice: C-100774

Date: 10/15/2021

Page: 1

Bill To:

Monrovia Unified School District  
325 E Huntington Dr  
Monrovia, CA 91016



CUSTOMER NUMBER	CUSTOMER PO		PAYMENT TERMS	
C-03409			Net 30	
SALES REP	MESSAGE	CONTRACT START	CONTRACT END	DUE DATE
		10/01/2021	09/30/2022	11/14/2021

QTY	ITEM	DESCRIPTION	MEMO	UNIT PRICE	AMOUNT
2	202409	API Illuminate - Annual Subscription	Contract line 1, billing schedule date 10/01/2021	\$0.00	\$0.00
2	202209	API Aeries - Annual Subscription	Contract line 2, billing schedule date 10/01/2021	\$0.00	\$0.00
1	452242	MP Support - STU 6-15	Contract line 3, billing schedule date 10/01/2021	\$982.00	\$982.00
1	500010	K12 PaymentCenter Meals	Contract line 4, billing schedule date 10/01/2021	\$0.00	\$0.00
1	4522212	MP - Database Hosting Annual 6-15	Contract line 5, billing schedule date 10/01/2021	\$3,819.00	\$3,819.00
10	452200	MP Support - Point of Sale	Contract line 6, billing schedule date 10/01/2021	\$371.00	\$3,710.00
1	452252	MP Support - Inventory 6-15	Contract line 7, billing schedule date 10/01/2021	\$1,056.00	\$1,056.00
				<b>SUBTOTAL</b>	<b>\$9,567.00</b>
				<b>Sales Tax</b>	<b>\$0.00</b>
				<b>TOTAL</b>	<b>\$9,567.00</b>

Remit To:  
EMS LINQ INC  
PO BOX 745000  
ATLANTA GA 30374-5000

ACH Payments:  
Routing: 021052053  
Account: 99781407  
Name on Account: EMS LINQ INC



# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 8. 21/22-3039 - PERSONNEL ASSIGNMENTS

#### RECOMMENDATION

The Monrovia Unified School District Board of Education is requested to approve Personnel Assignments Report #8.

#### Rationale:

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

#### 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

- [2021-11-10 Personnel Report 8.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT  
Personnel Assignment Report #8

EMPLOYMENTS, SUPPLEMENTAL HOURS/SPECIAL ASSIGNMENTS, LEAVES, TERMINATIONS, OTHER

**A. Employments**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
1 #	Autumn	Andersen	Daily Substitute	Employ, as needed	10/13/21-6/8/22	District		G-00000.0	000003	\$190/day	100%
2 #	Janet	Atkins	Daily Substitute	Employ, as needed	10/19/21-6/8/22	District		G-00000.0	000003	\$190/day	100%
3	Amber	Green	Assistant Principal	Employ	11/15/21	MHS		G-00000.0 65.25% C-07303.0 34.75%	002565	37-1	100%
4 #	Morgan	Hogan	Daily Substitute	Employ, as needed	10/13/21-6/8/22	District		G-00000.0	000003	\$190/day	100%
5 #	Kristina	Leonard	Teacher	Employ (Temporary Contract)	10/25/21	Clifton		G-00000.0	000134	B-1	100%
6 #	Lisa	Stark	Daily Substitute	Employ, as needed	10/28/21-6/8/22	District		G-00000.0	000003	\$190/day	100%
7 #	Monique	Thompson	Daily Substitute	Employ, as needed	10/15/21-6/8/22	District		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
8 #	Anthony	Carlson	Teacher	CTE Intern Supervision	11/1/21-6/30/22	MHS	NTE 50 hrs	C-63870.1	003810	\$32.00/hr	100%
9 #	Anthony	Carlson	Teacher	Certification Prep	11/1/21-6/30/22	MHS	NTE 5 hrs	C-35500.0	003966	\$32.00/hr	100%
10 #	Teri	Espinosa	Teacher	Coverage for sub shortage - additional students	8/18/21-6/8/22	Wild Rose	As needed	C-74220.0	004084	\$70.00/hr	100%
11 #	Nelson	Grant	Teacher	CTE Intern Supervision	11/1/21-6/30/22	MHS	NTE 50 hrs	C-63870.1	003810	\$32.00/hr	100%
12 #	Nelson	Grant	Teacher	Certification Prep	11/1/21-6/30/22	MHS	NTE 5 hrs	C-35500.0	003963	\$32.00/hr	100%
13 #	Sarah	Jaramillo	Teacher	Coverage for sub shortage - additional students	8/18/21-6/8/22	Wild Rose	As needed	C-74220.0	004084	\$70.00/hr	100%
14 #	Alison	Meloserdoff	Teacher	Coverage for sub shortage - additional students	8/18/21-6/8/22	Wild Rose	As needed	C-74220.0	004084	\$70.00/hr	100%
15 #	Kevin	Mercado	Teacher	CTE Intern Supervision	11/1/21-6/30/22	MHS	NTE 50 hrs	C-63870.1	003810	\$32.00/hr	100%
16 #	Kevin	Mercado	Teacher	Certification Prep	11/1/21-6/30/22	MHS	NTE 5 hrs	C-35500.0	003965	\$32.00/hr	100%
17 #	Richard	Montenegro	Teacher	CTE Intern Supervision	11/1/21-6/30/22	MHS	NTE 50 hrs	C-63870.1	003810	\$32.00/hr	100%
18 #	Richard	Montenegro	Teacher	Certification Prep	11/1/21-6/30/22	MHS	NTE 5 hrs	C-35500.0	003962	\$32.00/hr	100%
19 #	Timothy	Newton	Teacher	CTE Intern Supervision	11/1/21-6/30/22	MHS	NTE 50 hrs	C-63870.1	003810	\$32.00/hr	100%
20 #	Timothy	Newton	Teacher	Certification Prep	11/1/21-6/30/22	MHS	NTE 5 hrs	C-35500.0	003964	\$32.00/hr	100%

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

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
21 #	Danyelle	Rucker	Teacher	Induction Support Provider	8/18/21-6/30/22	MHS	As needed	C-90621.0	003990	\$32.00/hr	100%
22 #	Sigrid	Sowell	Ltd. Term Instructor	To provide K-8 Independent Study Instruction	104/21-6/8/22	Mountain Park	NTE 4.5 hrs/day	C-32120.0	004049	\$32.00/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	
23 #	Amaryllis	Velasco	Teacher	Resignation	10/30/21	MHS

**E. Other**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
24 #	Richard	Gretebeck	Teacher	Approve 6th Period Assignment	10/11/21-6/8/22	MHS		G-00000.0	001296		Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)
25 #	Randy	Hare	Teacher	Approve 6th Period Assignment	10/11/21-6/8/22	MHS		G-00000.0	001296		Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)
26 #	Ryan	Menlove	Teacher	Approve 6th Period Assignment	10/11/21-6/8/22	MHS		G-00000.0	001296		Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)

**E. Other - Volunteers**

	First Name	Last Name	Classification	Action	Effective	Site
27 #	Darlene	Acero	Volunteer I	Approve	10/18/21-6/30/22	PL
28 #	Emily	Anastasy	Volunteer I	Approve	10/18/21-6/30/22	CL
29 #	Candice	Baeza	Volunteer I	Approve	10/26/21-6/30/22	BR
30 #	Leah	Bergman	Volunteer I	Approve	10/21/21-6/30/22	MA
31 #	Ruth	Carlos	Volunteer I	Approve	10/12/21-6/30/22	WR
32 #	Michael	Chen	Volunteer I	Approve	10/19/21-6/30/21	MA
33 #	Sandra	Contreras	Volunteer I	Approve	10/18/21-6/30/22	MA
34 #	Daniele	Deets	Volunteer I	Approve	10/19/21-6/30/21	MA
35 #	Chalyda	Dumayas	Volunteer I	Approve	10/18/21-6/30/22	MA
36 #	Tzu-Hsuan	Fan	Volunteer I	Approve	10/20/21-6/30/21	PL
37 #	Jessica	Feld-Perez	Volunteer I	Approve	10/19/21-6/30/21	MA

**E. Other - Volunteers (continued)**

	First Name	Last Name	Classification	Action	Effective	Site
38 #	Amber	Gomez	Volunteer I	Approve	10/18/21-6/30/22	WR
39 #	Elvia	Gonzalez	Volunteer I	Approve	10/22/21-6/30/22	MA,CL
40 #	Micki	Hurtado	Volunteer I	Approve	10/26/21-6/30/22	MA,MHS
41 #	Teri	Jones	Volunteer I	Approve	10/18/21-6/30/22	MA
42 #	Charisa	Kurishu	Volunteer II	Approve	10/18/21-6/30/22	SF
43 #	Kathrine	Kwok	Volunteer I	Approve	10/18/21-6/30/22	SF,PL
44 #	Cinthia	Liska	Volunteer I	Approve	10/26/21-6/30/22	MA
45 #	Regina	Lopez	Volunteer I	Approve	10/26/21-6/30/22	MA,CL
46 #	Ashley	Mendez	Volunteer I	Approve	10/22/21-6/30/22	SF
47 #	Elizabeth	Moser-Chang	Volunteer I	Approve	10/19/21-6/30/21	PL
48 #	Michele	Nogales	Volunteer I	Approve	10/22/21-6/30/22	MA
49 #	Jeannine	Pao Brown	Volunteer II	Approve	10/26/21-6/30/22	PL
50 #	Zorrie	Rau	Volunteer I	Approve	10/20/21-6/30/21	MA
51 #	Sarah	Russell	Volunteer I	Approve	10/19/21-6/30/21	WR
52 #	Linda	Sayyad	Volunteer I	Approve	10/22/21-6/30/22	MA
53 #	Greg	Shin	Volunteer I	Approve	10/26/21-6/30/22	MA
54 #	Lindsay	Smith	Volunteer I	Approve	10/22/21-6/30/22	MA
55 #	Yvette	Spencer	Volunteer I	Approve	10/19/21-6/30/21	MO
56 #	Faviola	Ugarte	Volunteer I	Approve	10/18/21-6/30/22	WR
57 #	Mayra	Urias	Volunteer I	Approve	10/19/21-6/30/21	BR,SF
58 #	Jessica	Vigil	Volunteer I	Approve	10/21/21-6/30/22	MA
59 #	Natalie	Ye	Volunteer I	Approve	10/18/21-6/30/22	PL

MONROVIA UNIFIED SCHOOL DISTRICT  
Personnel Assignment Report #8

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	# Alicia	Acuna	Campus Assistant	Bradoaks	Employ	\$14.00/hr.	4	1	3.19 hr./d.; 9 mo./yr.	10/22/2021	003792	G 00000.0	100%
2	# Johanna	Hernandez	After School Activity Leader	VESP	Employ	\$15.27/hr.	15	1	3.75 hr./d.; 9 mo./yr.	10/12/2021	000308	C 60100.0	100%
3	# Cory	Martinez	School Office Manager	Monroe	Employ	\$3472.39/mo	26	1	8 hr./d.; 10.5 mo./yr.	10/18/2021	000587	G 00000.0	100%
4	# Samuel	Morris	Campus Security Officer	MHS	Employ	\$19.07/hr.	24	1	3.75 hr./d.; 9 mo./yr.	10/11/2021	000585	G 00000.0	100%
5	# Deirdre	Nichols	Food Service Worker	Plymouth	Employ	\$14.18/hr.	12	1	2 hr./d.; 9 mo./yr.	10/28/2021	000250	C 53100.0	100%
6	# Rick	Prather	Campus Assistant	Santa Fe	Employ	\$14.00/hr.	4	1	2.75 hr./d.; 9 mo./yr.	10/5/2021	003798	G 00000.0	100%
7	# Jonathan	Trujillo	Custodian	MHS	Employ	\$1917.51/mo	21	1	5 hr./d.; 10 mo./yr.	10/19/2021	002447	G 00000.0	100%
8	# Jessica	Vigil	Campus Assistant	Mayflower	Employ	\$14.00/hr.	4	1	2.25 hr./d.; 9 mo./yr.	10/18/2021	003793	G 00000.0	100%
9	# Adreana	Zarate	Instructional Aide-Kindergarten	Bradoaks	Employ	\$15.27/hr.	15	1	3 hr./d.; 9 mo./yr.	10/13/2021	002829	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
10	# Vanessa	Aguilar	AVID Tutor	District-wide	Employ: 2021-22 AVID Tutor Program.	\$14.00/hr.	Flat	Rate	NTE: 5 hours per day.	10/18/21-6/9/22	004082	C 74250.0	100%
11	# Masar	Al Khafaji	AVID Tutor	District-wide	Employ: 2021-22 AVID Tutor Program.	\$14.00/hr.	Flat	Rate	NTE: 5 hours per day.	10/18/21-6/9/22	004082	C 74250.0	100%
12	# Oscar	Avelar Diaz	AVID Tutor	District-wide	Employ: 2021-22 AVID Tutor Program.	\$14.00/hr.	Flat	Rate	NTE: 5 hours per day.	10/18/21-6/9/22	004082	C 74250.0	100%
13	# Thomas	Bogdon	School Office Manager Extra Hours	Wild Rose	Employ: To assist with closing and arming of school in the absence of evening custodian.	\$24.46/hr.	26	5	Hourly, as needed.	8/11/21-6/8/22	003693	G 00000.0	100%
14	# Theresa	Brunn	Personnel Technician Extra Hours	Human Resources	Employ: Assist with COVID monitoring and additional department support as needed.	\$25.69/hr.	26	6	Hourly, as needed.	10/1/21-6/30/22	004083	C 58300.0	100%
15	# Theresa	Brunn	Senior Account Clerk Extra Hours	Fiscal Services	Employ: To process vendor payments.	\$25.69/hr.	26	6	NTE: 40 hours total.	9/1/21-10/31/21	003374	G 00000.0	100%
16	# Roberto	Centeno	AVID Tutor	District-wide	Employ: 2021-22 AVID Tutor Program.	\$14.00/hr.	Flat	Rate	NTE: 5 hours per day.	10/18/21-6/9/22	004082	C 74250.0	100%
17	# Sarah	Duran	AVID Tutor	District-wide	Employ: 2021-22 AVID Tutor Program.	\$14.00/hr.	Flat	Rate	NTE: 5 hours per day.	10/18/21-6/9/22	004082	C 74250.0	100%
18	# Claudia	Garcia	Clerical Assistant I Extra Hours	Fiscal Services	Employ: Additional clerical support as needed.	\$17.74/hr.	17	3	NTE: 100 hours total.	10/19/21-6/30/22	003374	G 00000.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund

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

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
19	# Maria	Gonzalez	Health Clerk Extra Hours	District-wide	Employ: Contractual hours.	\$21.10/hr.	18	6	NTE: 20 hours total.	8/18/21-6/30/22	001735	G 00000.0	100%
20	# Camille	Gonzalez-O'Balles	Substitute After School Activity Leader	VESP	Employ: To substitute as needed during the 2021-22 school year.	\$16.07/hr.	15	2	Hourly, as needed.	10/12/21-6/8/22	002370	C 90501.0	100%
21	# Desiree	Harbaugh	Clerical Assistant I Extra Hours	Fiscal Services	Employ: Additional clerical support as needed.	\$20.56/hr.	17	6	NTE: 100 hours total.	10/19/21-6/30/22	003374	G 00000.0	100%
22	# Johanna	Hernandez	After School Activity Leader Extra Hours	Bradoaks	Employ: Staff development, school events, and to assist the site manager.	\$15.27/hr.	15	1	NTE: 30 hours total.	10/13/21-6/8/22	003988	C 90501.0	100%
23	# Johanna	Hernandez	After School Activity Leader Extra Hours	Bradoaks	Employ: Training and planning for Arts Attack curriculum.	\$15.27/hr.	15	1	NTE: 6 hours total.	10/13/21-6/8/22	002370	C 90501.0	100%
24	# Margarita	Hernandez	Campus Assistant Extra Hours	Santa Fe	Employ: Translator for parent-teacher conferences.	\$14.93/hr.	4	6	NTE: 4 hours total.	10/7/2021	003439	C 07102.0	100%
25	# Debbie	Kao	Interpreter	District-wide	Employ: Interpreter for Special Education parent meetings, IEPs, Assessments, etc.	\$27.00/hr.	Flat	Rate	Hourly, as needed.	10/18/21-6/30/22	002853	C 65000.0	100%
26	# Hyung	Kim	AVID Tutor	District-wide	Employ: 2021-22 AVID Tutor Program.	\$14.00/hr.	Flat	Rate	NTE: 5 hours per day.	10/18/21-6/9/22	004082	C 74250.0	100%
27	# Victoria	Meli	Bilingual Technician Extra Hours	Human Resources	Employ: Assist with COVID monitoring and additional department support as needed.	\$25.69/hr.	26	6	Hourly, as needed.	10/1/21-6/30/22	004083	C 58300.0	100%
28	# Samuel	Morris	Campus Security Officer Extra Hours	MHS	Employ: School events.	\$19.07/hr.	24	1	Hourly, as needed.	10/11/21-6/30/22	000925	G 00000.0	100%
29	# Deirdre	Nichols	Food Service Worker Extra Hours	Plymouth	Employ: Extra hours as needed during the 2021-22 school year.	\$14.18/hr.	12	1	NTE: 6 hours per day.	10/28/21-6/8/22	000165	C 53100.0	100%
30	# Mary	Oatman	Music Coach	Elementary Sites	Employ: Elementary music coach.	\$32.00/hr.	Flat	Rate	NTE: 12 hours per month.	9/20/21-6/30/22	002819	G 90501.0 00000.0	16.6% 83.4%
31	# Sandy	Ochoa Chavez	Substitute Campus Assistant	Wild Rose	Employ: To substitute as needed during the 2021-22 school year.	\$14.93/hr.	4	6	Hourly, as needed.	8/18/21-6/8/22	003803	G 00000.0	100%
32	# Araceli	Paez	Campus Assistant Extra Hours	Santa Fe	Employ: Translator for parent-teacher conferences.	\$14.93/hr.	4	6	NTE: 4 hours total.	10/7/2021	003439	C 07102.0	100%
33	# Colleen	Partridge	Health Assistant II Extra Hours	District-wide	Employ: Contractual hours.	\$25.69/hr.	26	6	NTE: 42 hours total.	8/18/21-6/30/22	001735	G 00000.0	100%
34	# Maria	Sandoval	School Office Manager Extra Hours	Santa Fe	Employ: Translator for parent-teacher conferences.	\$25.69/hr.	26	6	NTE: 4 hours total.	10/7/2021	003439	C 07102.0	100%
35	# Vincent	Teneriello	AVID Tutor	District-wide	Employ: 2021-22 AVID Tutor Program.	\$14.00/hr.	Flat	Rate	NTE: 5 hours per day.	10/18/21-6/9/22	004082	C 74250.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund

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

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
36	# Erin	Thorn	Substitute Instructional Aide-Special Education	District-wide	Employ: To substitute as needed during the 2021-22 school year.	\$20.56/hr.	17	6	Hourly, as needed.	8/18/21-6/8/22	002246	C 65000.0	100%
37	# Hugo	Torres	Clerical Assistant II Extra Hours	Santa Fe	Employ: Translator for parent-teacher conferences.	\$16.84/hr.	19	1	NTE: 4 hours total.	10/7/2021	003439	C 07102.0	100%
38	# Mario	Tyler	Substitute Custodian	District-wide	Employ: To substitute as needed during the 2021-22 school year.	\$25.69/hr.	26	6	Hourly, as needed.	10/1/21-6/30/22	000137	G 00000.0	100%
39	# Jessica	Vigil	Substitute Food Service Worker	District-wide	Employ: To substitute as needed during the 2021-22 school year.	\$14.93/hr.	12	2	NTE: 8 hours total.	10/20/21-6/8/22	001612	C 53100.0	100%
40	# Charles	Wolf	Custodian Extra Hours	Bradoaks	Employ: PTA fall festival.	\$22.17/hr.	20	6	NTE: 4 hours total.	10/27/2021	002402	C 90109.0	100%
41	# Charles	Wolf	Custodian Extra Hours	MHS/TPAC	Employ: Fellowship Monrovia Church services/Taylor Performing Arts Center rental events.	\$22.17/hr.	20	6	Hourly, as needed.	10/1/21-6/30/22	002725	C 90221.0	100%
42	# Denise	Zaldivar	Senior Account Clerk Extra Hours	Fiscal Services	Employ: Assist with COVID monitoring and additional payroll support as needed.	\$21.10/hr.	26	2	NTE: 80 hours total.	9/1/21-6/30/22	001567	G 00000.0	100%

**C. Leaves of Absence**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
43	# Leslie	Chavez	Instructional Aide - Special Education	MHS	Approve: Unpaid Leave of Absence.	\$2247.72/mo	17	3	5.85 hr./d.; 9 mo./yr.	11/8/21-11/19/21	000507	C 33100.0	100%
44	# Renee	Cito	Instructional Aide - Special Education	MHS	Approve: Unpaid Leave of Absence.	\$20.56/hr.	17	6	3.5 hr./d.; 9 mo./yr.	10/18/21-1/18/22	003236	C 65000.0	100%

**D. Resignations**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
45	# Morgan	Hogan	Instructional Assistant	Wild Rose	Voluntary Resignation	\$2952.92/mo	21	6	6 hr./d.; 9 mo./yr.	10/12/2021	002979	G 00000.0	100%
46	Petra	Luna	Custodian	MHS	Retirement	\$3958.76/mo	21	6	8 hr./d.; 12 mo./yr.	12/30/2021	000588	G 00000.0	100%
47	# Rick	Prather	Campus Assistant	Santa Fe	Voluntary Resignation	\$14.00/hr.	4	1	2.75 hr./d.; 9 mo./yr.	10/22/2021	003798	G 00000.0	100%
48	# Maureen	Ryan	Adult Education Senior Secretary	Adult Ed.	Voluntary Resignation	\$4943.10/mo	30-H	6	8 hr./d.; 12 mo./yr.	11/4/2021	000386	C 63910.0	100%
49	# Angela	Teneriello	Library Technician I	Wild Rose	Voluntary Resignation	\$23.28/hr.	22	6	3 hr./d.; 9 mo./yr.	10/29/2021	000230	G 00000.0	100%
50	# Bianca	Torres	Instructional Aide-Special Education	Clifton	Voluntary Resignation	\$20.56/hr.	17	6	3.5 hr./d.; 9 mo./yr.	10/15/2021	000806	C 65000.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund

**E. Changes of Status**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
51	# Esther	Garay	Administrative Secretary - Business Services	Business Services	Reallocation of salary range to Range 15; approved by Personnel Commission on 10/21/2021.	\$5961.24/mo	15-S	6	8 hr./d.; 12 mo./yr.	10/22/2021	000395	G 00000.0	100%
52	# Holly	Lee	Instructional Assistant - Behavior 1:1	Wild Rose	Reemployed (new position).	\$2482.46/mo	20	3	6 hr./d.; 9 mo./yr.	10/6/2021	003625	C 65000.0	100%
53	# Holly	Lee	Instructional Assistant - Behavior 1:1	Wild Rose	Increase in hours; based on student need.	\$2586.06/mo	20	3	6.25 hr./d.; 9 mo./yr.	10/21/2021	003625	C 65000.0	100%
54	# Mina	Proa	Instructional Assistant - Behavior 1:1	Wild Rose	Promotion; transfer fro Mayflower	\$2482.46/mo	20	3	6 hr./d.; 9 mo./yr.	10/21/2021	003625	C 65000.0	100%
55	# Aya	Puffer	Instructional Assistant - Behavior 1:1	Bradoaks	Increase in hours; based on seniority. Transfer from Wild Rose	\$3088.08/mo	20	6	6.43 hr./d.; 9 mo./yr.	10/21/2021	003623	C 65000.0	100%
56	# Guadalupe	San Martin Sanchez	Instructional Aide - Special Education	Mayflower	Transfer from Clifton; based on student needs.	\$19.58/hr.	17	5	3.5 hr./d.; 9 mo./yr.	9/27/2021	003939	C 65000.0	100%
57	# Norbert	Solomon	Instructional Assistant - Behavior 1:1	Wild Rose	Transfer from Bradoaks; based on student need.	\$3408.79/mo	20	6	7.1 hr./d.; 9 mo./yr.	9/28/2021	003625	C 65000.0	100%
58	# Yesica	Valenzuela	Campus Assistant	Bradoaks	Increase in hours; based on seniority.	\$14.93/hr.	4	6	3.89 hr./d.; 9 mo./yr.	10/22/2021	003792	G 00000.0	100%

**F. Other**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
59	# Hailey	Abdul-Malik	Walk-on Coach	MHS	Approve stipend - JV Head Coach Girls Volleyball.	\$2,280.00 stipend paid over 2 months.	9/1/21-10/31/21	000206	C 00701.0	100%
60	# Keir	Abston	Walk-on Coach	MHS	Approve stipend - Frosh Head Coach Boys Basketball.	\$2,000.00 stipend paid over 5 months.	10/1/21-2/28/22	000206	C 00701.0	100%
61	# Daniel	Banzet	Walk-on Coach	MHS	Approve stipend - Varsity Assistant Coach Football.	\$2,500.00 stipend paid over 6 months.	9/1/21-6/30/22	000206	C 00701.0	100%
62	# Andrew	Barajas	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Boys Soccer.	\$2,548.00 stipend paid over 6 months.	9/1/21-2/28/22	000206	C 00701.0	100%
63	# Bradley	Blackmore	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Baseball.	\$4,000.00 stipend paid over 6 months.	9/1/21-6/30/22	000206	C 00701.0	100%
64	# Paula	Bush	Walk-on Coach	MHS	Approve stipend - JV Head Coach Girls Tennis.	\$628.00 stipend paid over 1 months.	9/1/21-9/30/21	000206	C 00701.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund



**F. Other (continued)**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
65	# Paula	Bush	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Girls Tennis.	\$2,548.00 stipend paid over 3 months.				9/1/21-11/30/21	000206	C 00701.0	100%
66	# Giovanni	De Anda	Walk-on Coach	MHS	Approve stipend - JV Head Coach Boys Soccer.	\$2,045.00 stipend paid over 6 months.				9/1/21-2/28/22	000206	C 00701.0	100%
67	# Marc	Howard	Walk-on Coach	MHS	Approve stipend - JV Head Coach Boys Basketball.	\$2,000.00 stipend paid over 5 months.				10/1/21-2/28/22	000206	C 00701.0	100%
68	# Christopher	Malone	Walk-on Coach	MHS	Approve stipend - JV Assistant Coach Football.	\$1,725.00 stipend paid over 6 months.				9/1/21-6/30/22	000206	C 00701.0	100%
69	# Ashley	Mayorga	Walk-on Coach	MHS	Approve stipend - Assistant Varsity Coach Softball.	\$1,218.00 stipend paid over 6 months.				11/1/21-4/30/22	000206	C 00701.0	100%
70	# Marcelo	Mayorga	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Softball.	\$3,213.00 stipend paid over 6 months.				11/1/21-4/30/22	000206	C 00701.0	100%
71	Julie	Milligan	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Swimming.	\$3,102.00 stipend paid over 4 months.				2/1/22-5/31/22	000206	C 00701.0	100%
72	# Julie	Milligan	Walk-on Coach	MHS	Approve stipend - JV Head Coach Boys Water Polo.	\$1,884.00 stipend paid over 3 months.				9/1/21-11/30/21	000206	C 00701.0	100%
73	# Julie	Milligan	Walk-on Coach	MHS	Approve stipend - JV Head Coach Girls Water Polo.	\$1,884.00 stipend paid over 4 months.				11/1/21-2/28/22	000206	C 00701.0	100%
74	# Michael	Minter	Walk-on Coach	MHS	Approve stipend - Varsity Assistant Coach Football.	\$2,500.00 stipend paid over 5 months.				10/1/21-6/30/22	000206	C 00701.0	100%
75	# Jessica	Moorehead	Walk-on Coach	MHS	Approve stipend - Varsity Cheer Advisor.	\$3,878.00 stipend paid over 9 months.				9/1/21-5/31/22	000206	C 00701.0	100%
76	# Jessica	Moorehead	Walk-on Coach	MHS	Approve stipend - JV Cheer Advisor.	\$1,662.00 stipend paid over 9 months.				9/1/21-5/31/22	000206	C 00701.0	100%
77	# Samuel	Morris	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Boys Basketball.	\$3,400.00 stipend paid over 8 months.				10/1/21-5/31/22	000206	C 00701.0	100%
78	# Steve	Parnass	Walk-on Coach	MHS	Approve stipend - JV Head Coach Girls Soccer.	\$1,883.00 stipend paid over 4 months.				11/1/21-2/28/22	000206	C 00701.0	100%
79	# Elvis	Sanchez	Walk-on Coach	MHS	Approve stipend - Varsity Assistant Coach Baseball.	\$3,000.00 stipend paid over 10 months.				9/1/21-6/30/22	000206	C 00701.0	100%
80	# Jose	Santillan	Walk-on Coach	MHS	Approve stipend - Frosh Head Coach Football.	\$2,225.00 stipend paid over 4 months.				9/1/21-12/31/21	000206	C 00701.0	100%
81	# Kevin	Scott	Walk-on Coach	MHS	Approve stipend - JV Head Coach Football.	\$2,500.00 stipend paid over 6 months.				9/1/21-6/30/22	000206	C 00701.0	100%
82	# Hans	Stoehr	Walk-on Coach	MHS	Approve stipend - JV Head Coach Girls Tennis.	\$1,256.00 stipend paid over 2 months				10/1/21-11/30/21	000206	C 00701.0	100%
83	# John	Van Deventer	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Girls Volleyball.	\$3,294.00 stipend paid over 6 months.				9/1/21-2/28/22	000206	C 00701.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund

**F. Other (continued)**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
84	John	Van Deventer	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Girls Beach Volleyball.	\$1,550.00 stipend paid over 4 months.				2/1/22-5/31/22	000206	C 00701.0	100%
85	# Donell	Walls	Walk-on Coach	MHS	Approve stipend - Varsity Assistant Coach Football.	\$2,500.00 stipend paid over 6 months.				9/1/21-6/30/22	000206	C 00701.0	100%
86	# Christian	Williams	Walk-on Coach	MHS	Approve stipend - Varsity Head Coach Football.	\$5,100.00 stipend paid over 6 months.				9/1/21-6/30/22	000206	C 00701.0	100%
87	# Michael	Williams	Walk-on Coach	MHS	Approve stipend - Varsity Assistant Coach Boys Soccer.	\$1,500.00 stipend paid over 6 months.				9/1/21-2/28/22	000206	C 00701.0	100%
88	# Craig	Young	Walk-on Coach	MHS	Approve stipend - Varsity Assistant Coach Girls Soccer.	\$1,662.00 stipend paid over 6 months.				11/1/21-2/28/22	000206	C 00701.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 9. 21/22-3040 - CONFERENCE /IN-SERVICE ATTENDANCE AND TRAVEL

#### RECOMMENDATION

The Monrovia Unified School District Board of Education is requested to approve Travel and Conference Report #4.

#### Rationale:

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

#### ATTACHMENTS

- [Travel & Conference - 11 10 21.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT  
Conference/Inservice Attendance and Travel  
Report #4

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

- 1/ ASB Works  
Professional Dev  
Jan 26-28, 2022; Anaheim, CA.  
Account #: ASB 4001-00-01  
Estimated cost: \$1136.69  
(Registration: \$395.00; Lodging: \$518.00; Meals: \$110.00; Mileage: \$38.69)  
  
Lisa Carrier, ASB Clerk, Monrovia High School.
  
- 2/ Association of California School Administrators  
2022 Superintendents Symposium and New Superintendents  
Workshop  
January 25-28, 2022, Indian Wells, CA.  
Account #: 01.0-00000.0-00000-71500-5220-6010012  
Estimated cost: \$2,265.58  
(Registration: \$849.00; Lodging: \$956; Meals: \$310.50; Mileage: \$150.08.)  
  
Ryan D. Smith, Superintendent of Schools.
  
- 3/ California School Boards Association, Annual Education  
Conference, December 01 through December 04, 2021.  
San Diego, California  
Account #: 01.0 00000.0 00000 71500 5220 6010012  
Account #: 01.0 00000.0 00000 71500 5220 6010016  
Estimated cost: \$2,403.84  
(Registration: \$1020.00; Lodging: \$916.00; Meals: \$319.50; Mileage: \$147.84)  
  
Jennifer Anderson, Board Member.  
Traci Gholar, Board Clerk.  
Rob Hammond, Board Member.  
Selene Lockerbie, Board Vice President.  
Ryan D. Smith, Superintendent.  
Maritza Travanti, Board President.

GROUP B (Not within budget. Budget transfer required)

None

GROUP C (Within budget of Federal/Special programs)

None

GROUP D (No cost to District)

None

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 10. 21/22- 3041 - MEMORANDUM OF UNDERSTANDING WITH ALLIANT INTERNATIONAL UNIVERSITY

#### RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Monrovia Unified School District and Alliant International University. Effective November 1, 2021, through November 1, 2024.

#### Rationale:

Board approval of this Memorandum of Understanding (MOU) will allow the District to participate in and provide educational field experiences as called for in the requirements of specific credentialing programs. The District currently has an MOU with Alliant University. Approval of this MOU, will extend the current agreement three years from the date of Board approval, and allow Alliant students to request placement in MUSD classrooms beginning in Spring 2022.

#### Background:

Alliant University Internship Program is a California Commission on Teacher Credentialing approved program. The District and University will partner to support the following programs: - Teachers Credentialing Program - Pupil Personnel Services Credential – School of Counseling - Pupil Personnel Services Credential – School of Psychology These programs are led by colleges, universities, and school districts. To qualify for an internship program, an individual must have passed the CBEST, met the subject matter competence requirement, and obtained character and identification clearance. The program provides teacher preparation coursework and an organized system of support from college and district faculty.

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

There is no cost to the District to participate in this MOU.

#### Additional Information:

A copy of the proposed MOU is attached.

## ATTACHMENTS

- [Alliant Monrovia Unified School District-MOU-2021.pdf](#)



Alliant International University  
California School  
of Education

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**ALLIANT INTERNATIONAL UNIVERSITY, INC. A CALIFORNIA BENEFIT**  
**CORPORATION**  
**And**  
**Monrovia Unified School District**

Alliant International University, Inc., a California Benefit Corporation (the “University”), and Monrovia Unified School District (the “District”) agree to the following conditions that apply to Practicum Students, Student Teachers, and Teacher Interns (collectively, “Interns”) who are or will be enrolled in the Teacher Credential Program, the MA/PPS: School Psychology Program or School Counseling Program through the California School of Education at Alliant International University and will be serving their Practicum or Internship in the District. Interns nominated by either the University or the District shall be mutually acceptable by both the University and the District, and shall be subject to a mutually acceptable placement within the District. This Memorandum of Understanding shall become effective November 01, 2021 for a period of three (3) calendar years. This Memorandum of Understanding may be terminated by either party with sixty (60) days’ written notice, unless both parties agree to an earlier termination date. Any termination of the Memorandum of Understanding by either party shall not affect the status of any Intern who has been placed with the District prior to the effective date of termination.

**Subject to the suspension of any requirements pursuant to Executive Order N-66-20 or other related Executive Orders.**

**The University agrees and certifies that:**

1. Each Candidate shall have passed the Basic Skills Requirement or California Educational Basic Skill Test (CEBST) and, for Student Teachers and Teacher Interns, required subject matter competency prior to assuming Student Teaching or Intern services or responsibilities.
2. Each Candidate shall possess a Bachelor’s Degree, documented by official transcripts with a minimum overall GPA of 2.5. Teacher Credential Interns shall have passed the subject matter requirement.
3. Each Teacher Intern shall have a minimum of 120 hours of verified pre-service experience with students in educational settings. Each School Psychology Intern shall have a minimum of 400 hours of verified Practicum experience, and each School Counseling Intern shall have a minimum of 100 hours of verified Practicum experience.
4. Each Teacher Intern shall have passed U.S. Constitution coursework or examination.
5. Each Candidate shall be provided adequate supervision, advice, encouragement and support, as appropriate, by University personnel, including but not limited to the University faculty and the University field supervisor as directed by the California Commission on Teacher Credentialing Standards.
6. University Supervisors will observe and evaluate Teacher Interns at least three (3) times during an 8-week term and allocate time with each Intern after each visit to discuss the video observation.

7. Alliant Personnel will interact with District Support Providers at the beginning of the Candidate's field placement in order to establish roles and duties in order to best support the Candidate.
8. For Teacher Education programs, District Support Providers will be required to provide one evaluation per Alliant academic term (8 weeks) using Alliant's evaluative matrix based on the Teacher Performance Expectations (TPE) established by the Commission on Teacher Credentialing (CTC).
9. The University agrees to pay a stipend to master teachers in the amount of \$175 per 8-week term.
10. The University understands that all Student Teacher Candidates, Interns, and PPS Students are required to adhere to all state and local health orders.

**The District agrees and certifies that:**

1. The purpose of the Internship Program is to add to the pool of qualified teachers, school psychologists, or school counselors that the District has continually sought to maintain.
2. The Intern's services shall meet the instructional or service needs of the District.
3. The District and Student Teacher or Intern agree to provide quality educational experience to their students through synchronous, asynchronous, in-person and / or online/ distance learning environments.
4. The District and Student Teacher or Intern understand they will be requested to use Video Progress Assessments, Teacher Candidates are required to show their ability to conduct a lesson to, at minimum, a small group of at least 4 students.
5. Each Intern shall be assigned as an Intern under a contract with an appointment of at least .60 FTE of her/his workday, and placed in a job that shall allow for substantial experience in instructional or service duties.
6. No appointment shall be made unless the prospective Intern provides proof of fingerprint clearance or a photocopy of a California teaching permit, and verification that he or she is free from tuberculosis.
7. No Intern shall displace any fully credentialed employee in the District.
8. Each Intern shall be provided adequate supervision, advice, encouragement and support, as appropriate, by District personnel, including but not limited to both an immediate field supervisor and an in-district mentor as directed by the California Commission on Teacher Credentialing Standards.
9. The District and the University, in partnership, must provide support for each Intern.
10. The District and University, in partnership, must provide a total of 189 hours annually of support for each teacher intern (45 hours of which will be dedicated to ELL support).
11. The Intern's salary shall not be reduced to pay for the supervision of the Intern.
12. The District/School agrees that Student Teacher Candidates shall not receive compensation for hours accrued during their Clinical Practice course work.
13. District Support Providers will interact with Alliant Personnel at the beginning of the candidate's field placement in order to establish roles and duties in order to best support the candidate.
14. The District Support Provider will observe and evaluate each Intern Teacher at least one time during a term (4 times in an academic year because the candidate is required to complete four 8-week terms of clinical



practice over the course of the academic year) and allocate time with each Intern after each visit to discuss the observation. The District Support Provider will provide evidence of each observation and evaluation to the University Supervisor.

15. District Site Support Providers must hold credentials in the same areas as the Interns they support and/or hold an Administrative Services Credential.
16. All Intern Teachers and Student Teachers must have experience working with diverse student populations including English Language Learners (ELLs), students with disabilities, and students from varying socioeconomic statuses. For Clinical Practice placements, at least 10% of the student body must be comprised of each of the following: ELLs, students with disabilities, and students from a low socioeconomic background. If a candidate is in a Clinical Practice placement that falls short of the 10% threshold in any of the aforementioned areas, the District understands that for each percentage point below that threshold, the candidate will be required to observe for two (2) full days in either an ELL classroom, a Special Education classroom, or a classroom at a Title 1 school, depending on the area or areas, of deficient diverse student population group(s), to gain sufficient experience in those student population groups.
17. District Intern Support Providers, and master teachers must have a minimum of three (3) years' teaching experience, have a Clear Credential in the credential area they are supervising (or an Administrative Service Credential), and have a Master's degree or equivalent. The District confirms that its Intern Support Providers have been adequately trained in their supervisory roles.

#### INSURANCE

Alliant International University, Inc. shall maintain commercial general liability insurance from an insurance carrier with an AM Best rating of A- VII or better in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate, and shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Memorandum of Understanding. Further, University agrees to maintain sexual misconduct liability insurance, at \$2,000,000 for each victim, and \$4,000,000 for each policy year.

The District shall provide and maintain commercial general liability insurance acceptable to Alliant International University, Inc., or utilize a program of self-insurance in the minimum amounts of \$1,000,000 combined single limit, \$3,000,000 general aggregate, and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Memorandum of Understanding.

Alliant International University does not furnish workers' compensation for students participating in this program. It is understood that Student Teachers are not employees of the District. Alliant International University, Inc., at its discretion, may maintain at its sole expense workers' compensation and employer's liability for students who are participating in its program.

#### NON-DISCRIMINATION, HARASSMENT, RETALIATION CLAUSE

The University and the District agree to abide by the requirements of all federal and state laws regarding prohibited discrimination, harassment, and retaliation, as well as equal opportunity, including, but not limited to: Titles VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, the Equal Pay Act, the Fair Employment & Housing Act of 1968, as amended, the California Unruh Civil Rights Act, the California Fair Pay Act, and the California Fair Employment & Housing Act of 1959, as amended.

The University and the District agree not to discriminate in their enrollment and employment practices, and will render services under this Memorandum of Understanding without regard to an individual's age, race, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, gender, gender expression, gender identification, national origin, ancestry, genetic information, military or veteran status, political affiliation, disabilities, or any other legally protected status. The University and

the District will not permit harassment against individuals based on any of the aforementioned characteristics, nor will they permit retaliation against any individual who makes a good faith complaint regarding discrimination or harassment. Any act of discrimination, harassment, or retaliation committed by the University or the District or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Memorandum of Understanding.

#### MUTUAL HOLD HARMLESS AND INDEMNIFICATION; LIMITATION OF LIABILITY; STUDENT STATUS

The University shall hold harmless, defend and indemnify the District and its officers, employees, and agents from and against any and all losses, demands, claims, damages (including costs and attorneys' fees), or causes of action arising from any negligent act or omission or willful misconduct of the University, its officers, employees, or student teachers, incurred in the performance of this Memorandum of Understanding, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the University, its officers, employees and agents.

The District shall hold harmless, defend and indemnify the University and its officers, employees, and agents from and against any and all losses, demands, claims, damages (including costs and attorneys' fees), or causes of action arising from any negligent act or omission or willful misconduct of the District, its officers, employees, or agents, incurred in the performance of this Memorandum of Understanding, but only in proportion in and to the extent that such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, employees and agents.

Except for the indemnifying party's obligations pursuant to the immediately preceding two paragraphs or the other party's gross negligence or willful misconduct: (i) neither party shall be liable to the other party for any special, incidental, consequential, indirect or punitive damages (including loss of (anticipated) profits), and/or reasonable attorneys' fees and costs, arising in any way out of this Memorandum of Understanding, however caused and on any theory of liability.

Subject to the first two paragraphs of this section, a party shall have no liability to the other party for any loss suffered which arises out of any action or inaction if, in good faith, it is determined that such course of conduct was in the best interests of the parties involved and such course of conduct did not constitute gross negligence or intentional misconduct.

The parties to this Memorandum of Understanding hereby assert that no liability is assumed by either party for damages or injuries which arise from participants independently traveling to or from service sites.

The parties understand and agree that Interns are not employees, contractors or agents of the parties. Interns are students of the University. It is understood and agreed that the University's students are not to be considered employees of the District and therefore students are not eligible for worker's compensation insurance and the University does not maintain worker's compensation insurance for student coverage.

The parties to this Memorandum of Understanding also agree that each is responsible only for the actions of their respective officers, agents, and employees. Neither party hereto is to be considered the agent of the other party for any purpose whatsoever, and neither party has any authority to enter into any contract or assume any obligation for the other party or to make any warranty or representation on behalf of the other party.

#### CONFIDENTIALITY

The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended ("FERPA"), and that the permission of students must be obtained before student data can be released to anyone.

The parties' mutual understanding on the treatment of Confidential Information (as defined below) is as follows:

1. The District and the University shall not, and shall not permit any of their respective employees, agents or contractors, to use, reproduce, distribute, publish, disclose, transmit or otherwise transfer, directly or indirectly, to any other person, organization or entity, any Confidential Information of the other party (or any portion thereof), except (i) to the extent necessary to perform its obligations to the other party in connection with this Memorandum of Understanding; or (ii) with the prior written permission of the other party. Each party agrees to disclose the Confidential Information of the other party solely to those of its employees, agents and contractors having a good faith need to know such information. Each party shall protect the Confidential Information of the other party by exercising at least the same measures that such party uses to protect its own confidential information of like character, which shall be no less than a reasonable standard of care. Each party shall be held responsible for any and all breaches of this paragraph by or through any employee, agent or contractor of such party. Each party shall (x) inform all employees, agents and contractors having access to any or all of the Confidential Information of the other party of the existence of this Memorandum of Understanding and the confidentiality obligations set forth herein; and (y) take sufficient steps to cause such employees, agents and contractors to observe the confidentiality obligations set forth herein. If either party or one of their employees, agents or contractors is compelled (by deposition, interrogatory, request for documents, subpoena, civil investigation demand or similar process) to disclose any of the Confidential Information of the other party, that party shall provide the other party with prompt prior written notice of such compulsion so that the other party may seek, at its own expense, a protective order or other appropriate remedy or, if appropriate, waive compliance with the terms of this Memorandum of Understanding.
2. As used herein, “Confidential Information” means all confidential information in documents or other tangible materials clearly marked as proprietary or confidential about, or disclosed by, either party to this Memorandum of Understanding, including knowledge, technical and business information relating to such party’s products, research and development, production, costs, engineering processes, artwork, designs, computer software, formulas, methods, ideas, concepts, contemplated new services, improvements, associations with other organizations, profit or margin information, finances, customers, suppliers, marketing, and past, present or future business plans and business arrangements, and information concerning employees (including, in the case of the University and the District, faculty), Interns, and students or prospective students (provided any disclosure relating to any student or prospective student is permitted by and carried out in accordance with FERPA). Notwithstanding the foregoing, no information shall be deemed Confidential Information if such information: (i) is generally known to the public on the date of disclosure of same or becomes generally known to the public after such date through no breach of this Memorandum of Understanding or any other obligation of confidentiality; (ii) was known by the party receiving such information under this Memorandum of Understanding (the “Receiving Party”) without any obligation to hold it in confidence at the time of disclosure; (iii) is received by the Receiving Party after the date of disclosure by the other party (the “Disclosing Party”) hereunder from a third party without imposition, knowledge or breach of any obligation of confidentiality; (iv) is independently developed by the Receiving Party after the date of disclosure by the Receiving Party without access to Confidential Information of the Disclosing Party; or (v) is approved for release by written authorization of the Disclosing Party.
3. The District and the University acknowledge that the University’s use of the internship programs may be subject to the privacy regulations outlined in FERPA, for the handling of such information. The District shall not knowingly disclose Confidential Information to any third party in violation of FERPA. The District represents and warrants that it will comply with FERPA to the extent applicable and will instruct its employees handling Intern student information provided by the University of its obligations under FERPA. The District further agrees that it will prohibit its employees from accessing any records of any student or prospective students at the University, including Interns, without a valid business reason to access such records.

## **GENERAL TERMS**

This Memorandum of Understanding contains all of the terms and conditions between the parties. This Memorandum of Understanding may be revised or modified only by mutual agreement and written amendment signed by both parties.

Each party represents and warrants to the other party that: (i) it has all requisite power and authority to execute this Memorandum of Understanding and to perform its obligations hereunder; (ii) the execution, delivery and performance of this Memorandum of Understanding have been duly authorized and approved by each party, and will not conflict with any agreement of, or law applicable to, such party; (iii) this Memorandum of Understanding is a valid and binding agreement of each party enforceable in accordance with its terms.

In addition to its representations in the immediately preceding paragraph, the District represents and warrants to the University that:

1. it is and will continue to be in compliance all applicable federal, state, and local laws, including without limitation all privacy, data protection, advertising and marketing laws, and contracts;
2. neither it nor any of its affiliates has been debarred or suspended, or engaged in any activity that is cause for debarment or suspension, pursuant to applicable state law; and
3. it shall take any and all actions, or refrain from or cease such actions, as is necessary to maintain the University's reputation, accreditation, state approvals, Title IV eligibility, and academic integrity, including, but not limited to, adherence with the U.S. Department of Education's misrepresentation regulations provided at 34 C.F.R. Part 668 Subpart F.

Neither party may, without written approval of the other, assign this Memorandum of Understanding or transfer its interest or any part thereof under this Memorandum of Understanding to any third party, except that a party may assign its rights or obligations to a third party in connection with the merger, reorganization or acquisition of stock or assets affecting all or substantially all of the properties or assets of the assigning party.

This Memorandum of Understanding constitutes the entire understanding and agreement among the parties hereto with respect to the subject matter hereof, and there are no agreements, understandings, restrictions or warranties among the parties other than those set forth herein provided for.

If any of the sections of this Memorandum of Understanding shall be deemed invalid, void, or for any reason unenforceable, that section shall be deemed severable and shall not affect the validity and enforceability of any remaining section.

Except for ancillary measures in aid of arbitration and for proceedings to obtain provisional or equitable remedies and interim relief, including, without limitation, injunctive relief, any controversy, dispute or claim arising out of or in connection with or relating to this Memorandum of Understanding, or the breach, termination or validity thereof or any transaction contemplated hereby (any such controversy, dispute or claim being referred to as a "Dispute"), shall be finally settled by arbitration administered by Judicial Arbitration & Mediation Services, Inc. ("JAMS"), pursuant to its Comprehensive Arbitration Rules & Procedures (the "JAMS Rules"). The parties understand and agree that, by signing this Agreement, they are expressly waiving, to the fullest extent permitted by law, any and all rights to a trial before a judge or jury or hearing before an adjudicative agency, regarding any disputes and claims which they now have or which they may in the future have that are subject to arbitration under this Agreement. There shall be one neutral arbitrator that shall be mutually agreed to by the parties or, if the parties do not agree, then one shall be appointed pursuant to JAMS's procedures, in each case, within 30 business days of receipt of the demand for arbitration by the respondent(s) in any such proceeding. An arbitration pursuant to this paragraph shall take place in San Diego, California. A final award shall be rendered as soon as reasonably possible. The Arbitrator shall permit both parties to engage in reasonable pre-hearing discovery to obtain information to prosecute or defend the asserted claims. The arbitration decision or award shall be in writing. The arbitrator shall have the authority to award any relief authorized by law in connection with the asserted claims or disputes. Judgment on the decision or award rendered by the arbitrator may be entered and specifically enforced in any court having jurisdiction thereof. All arbitrations commenced pursuant to this Memorandum of Understanding, or any

other related agreement or document, shall be consolidated and heard by the initially appointed arbitrator. The arbitration award or ruling shall provide for payment by the losing party of the fees and costs of the arbitration, including without limitation, the reasonable attorneys' fees and attorneys' costs incurred by the prevailing parties.

This Memorandum of Understanding, and any controversy arising out of or relating to this Memorandum of Understanding, shall be governed by and construed in accordance with the internal laws of the State of California, without regard to conflict of law principles that would result in the application of any law other than the law of the State of California.

This Memorandum of Understanding may be executed and delivered by facsimile signature and in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument and each of which may be executed by less than all parties, each of which shall be enforceable against the parties actually executing such counterparts, and all of which together shall constitute one instrument.

The titles and subtitles used in this Memorandum of Understanding are used for convenience only and are not to be considered in construing or interpreting this Memorandum of Understanding.

All notices and other communications given or made pursuant to this Memorandum of Understanding shall be in writing and shall be deemed effectively given: (a) upon personal delivery to the party to be notified, (b) when sent by confirmed facsimile if sent during normal business hours of the recipient, and if not so confirmed, then on the next business day, (c) five (5) days after having been sent by registered or certified mail, return receipt requested, postage prepaid, or (d) one (1) business day after deposit with a nationally recognized overnight courier, specifying next business day delivery, with written verification of receipt. All communications shall be sent to the respective parties at their address as set forth on the signature page hereto, or to such facsimile number or address as subsequently modified by written notice given in accordance with this paragraph.

The Sections titled "Non-Discrimination, Harassment, and Retaliation Clause," "Mutual Hold Harmless and Indemnification; Limitation of Liability; Student Status," "Confidentiality," and "General Terms" shall survive the termination of this Memorandum of Understanding.

*(Signatures on following page)*

IN WITNESS WHEREOF, and intending to be legally bound, the parties have duly executed this Memorandum of Understanding by their authorized representatives as of the date first written above.

**Alliant International University, Inc.:**

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Dr. Kristy Pruitt, Dean  
California School of Education  
Alliant International University, Inc.

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Date

**Address:**

10455 Pomerado Rd.  
San Diego, CA 92131

**Monrovia Unified School District:**

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Superintendent, Dr. Ryan D. Smith

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Date

**Address:**

325 East Huntington Drive  
Monrovia, CA 91016

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 11. 21/22-5027 - BOARD POLICY 5112.5, *OPEN CAMPUS*

## RECOMMENDATION

The Board of Education is requested to adopt Board Policy 5112.5, *Open Campus*, as recommended by the California School Boards Association (CSBA).

## Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, Student Support Services has conducted its annual review of Board Policies and Administrative Regulations and is presenting policies for review and approval.

## Background:

The California School Boards Association (CSBA) regularly suggests policies and procedures for school districts to implement at their discretion. The Board of Education has determined a need to implement policy and procedures pertaining to external bidding processes. Therefore, the attached Board Policy and Administrative Regulation is being presented for review and approval. This policy has been reviewed by the appropriate stakeholders prior to presenting it for Board review and approval.

## ATTACHMENTS

- [5112.5\\_BP OPEN CAMPUS.pdf](#)

## OPEN CAMPUS

In order to give students an opportunity to demonstrate responsibility, independent judgment, and positive citizenship, the Governing Board establishes an open campus at Monrovia High School in which students shall have the privilege of leaving campus during lunch according to the following regulations:

Juniors (11th grade): Must have a minimum of 120 credits, 3.0 total GPA

Seniors (12th grade): Must have a minimum of 180 credits, 3.0 total GPA

- Students must maintain positive attendance (no SART or SARB)
- Students must maintain 3.0 total GPA
- Parents must sign authorization to permit student to leave campus at lunch
- Parent retains the right to revoke off-campus lunch permit at any time
- Students may have off-campus lunch permit revoked by school authorities for violation of school rules, tardies or trancies, behavior or discipline issues.

The principal or designee shall ensure that students granted this privilege meet any eligibility requirements established by the district.

The district shall send written notification to parents/guardians about the open campus policy at the beginning of the school year along with the parental notification required by Education Code 48980. Such notification shall include the language prescribed by Education Code 44808.5.

(cf. 5145.6 - Parental Notifications)

Students shall not leave school grounds at any other time during the school day without express permission of school authorities. Students who leave school without authorization shall be considered to have an unexcused absence or truancy and be subject to disciplinary action.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

(cf. 5113.12 - District School attendance Review Board)

The principal or designee may revoke the open campus privilege for individual students for disciplinary reasons and attendance or academic concerns.

Legal References:

EDUCATION CODE:

35160 Authority of governing boards



35160.1 Broad authority of school districts

44808.5 Permission for students to leave school grounds; notice

48980 Annual notification to parents/guardians

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

**12. 21/22-5028 - BOARD POLICIES 5113, *ABSENCES AND EXCUSES*, 5113.1, *CHRONIC ABSENCE AND TRUANCY*, AND THEIR ACCOMPANYING ADMINISTRATIVE REGULATIONS**

## RECOMMENDATION

The Board of Education is requested to adopt Board Policies 5113, *Absences and Excuses*, 5113.1, *Chronic Absence and Truancy*, and their accompanying administrative regulations as recommended by the California School Boards Association (CSBA).

## Rationale:

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

## Background:

School districts receive regular policy updates from the California School Boards Association (CSBA) which are compared to existing policies to determine the extent of modification that is needed. These policies contains revisions as recommended by CSBA for Board Policy and Administrative Regulation 5113, *Absences and Excuses* and 5113.1 *Chronic Absence and Truancy*. The policy updates have been reviewed by the appropriate instructional stakeholders prior to presenting it for Board review and approval. Additionally, Board member Traci Gholar has reviewed these Board Policies and has made no further adjustments.

## Additional Information:

## ATTACHMENTS

- [5113\\_BP ABSENCES AND EXCUSES.pdf](#)
- [5113\\_AR ABSENCES AND EXCUSES.pdf](#)
- [5113.1 BP CHRONIC ABSENCE AND TRUANCY.pdf](#)
- [5113.1 AR CHRONIC ABSENCE AND TRUANCY.pdf](#)

~~ATTENDANCE AND PUNCTUALITY~~~~ABSENCES AND EXCUSES~~

~~Students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop or reinforce habits of punctuality, self-discipline and responsibility. Attendance laws require regular school attendance and punctuality with both the school and the parent/guardian having responsibility for enforcing these laws.~~

~~Regular attendance has been demonstrated to positively affect a student's chances for academic success. Studies indicate that attendance patterns established in primary grades generally persist. The role of the parent/guardian in building and supporting positive attitudes toward school attendance is critical. Since any absence from class is detrimental to the learning process, it is our goal to keep student absences to an absolute minimum.~~

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)  
(cf. 5112.2 - Exclusions from Attendance)  
(cf. 5113.1 - Chronic Absence and Truancy)  
(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 6154 - Homework/Makeup Work)

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulation. (Education Code 48205)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

~~RESPONSIBILITIES OF STUDENTS:~~

- ~~1/ To attend school daily.~~
- ~~2/ To arrive on time to each class with all necessary materials and books.~~
- ~~3/ To bring a note to school from parent/guardians explaining any absence from classes.~~
- ~~4/ To follow any specific attendance and punctuality procedures established at individual schools.~~

~~RESPONSIBILITIES OF PARENTS/GUARDIANS:~~

- ~~1/ To foster patterns of regular school attendance and punctuality in their children including sending their children to school daily and in a timely fashion.~~
- ~~2/ To recognize that illness, medical or dental appointments which cannot be scheduled outside of the school day, or a death in the family are the only legal reasons to allow a student to be absent from school.~~
- ~~3/ To notify the school of each absence in the manner identified in the specific attendance and punctuality procedures of the child's school.~~
- ~~4/ To notify the school of any medical determination that a child will be unable to attend school for a period of more than ten days and to begin the procedure for identifying the possible need for home teaching.~~

~~RESPONSIBILITIES OF THE SCHOOLS:~~

~~I. TEACHERS~~

- ~~1/ To take roll daily and to maintain an accurate register in accordance with the attendance and punctuality procedures of the school.~~
- ~~2/ To stress the importance of regular attendance and punctuality with their students and to acquaint them with the consequences of non-conformity.~~
- ~~3/ To provide class assignments for pupils who are absent from school for short term illness.~~
- ~~4/ To provide study contracts for students who will be absent from school because of unusual family situations or emergencies.~~

~~II. SITE ADMINISTRATORS~~

- ~~1/ To emphasize the importance of regular attendance and punctuality in communications with parents, students and staff members.~~
- ~~2/ To enforce district procedures for verifying reasons for absences and for dealing with truancies and tardies and for absences and for notifying parents of unexplained absences.~~
- ~~3/ To establish specific attendance and punctuality procedures, including daily roll taking and the maintenance of accurate attendance records.~~

~~4/To report all truants and habitual truants to the district attendance supervisor and to parents/guardians.~~

**RESPONSIBILITIES OF THE BOARD:**

~~1/To emphasize the importance of regular attendance and punctuality in communications with parents/guardians, students, and the general community~~

~~2/To establish and appoint members to a school attendance review board to deal with students with excessive absences.~~

Legal Reference:

EDUCATION CODE

1740 Employment of Personnel to Supervise Attendance (County Superintendent)

37201 School Month

37223 Weekend Classes

41601 Reports of Average Daily Attendance

42238-42250.1 Apportionments

46000 Records (Attendance)

46010-46014 Absences

46100-46119 Attendance in Kindergarten and Elementary Schools

46140-46147 Attendance in Junior High and High Schools

48200-48208 Children ages 6-18 (Compulsory Full-time Attendance)

48210-48216 Exclusions from Attendance

48240-48246 Supervisors of Attendance

48260-48273 Truants

48292 Filing Complaint Against Parent

48320-48324 School Attendance Review Boards

48340-48341 Improvement of Student Attendance

48980 Parental Notifications

49067 Unexcused Absences as Cause of Failing Grade

49701 Provisions of the Interstate Compact on Educational Opportunities for Military Children

ELECTIONS CODE

12302 Student Participation on Precinct Boards

FAMILY CODE

6920-6929 Consent by Minor for Medical Treatment

VEHICLE CODE

13202.7 Driving Privileges; Minors; Suspension or Delay for Habitual Truancy WELFARE AND

INSTITUTIONS CODE

601-601.4 Habitually Truant Minors

11253.5 Compulsory School Attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of Absence

420-421 Record of Verification of Absence Due to Illness and Other Causes

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 168 (2004)

66 Ops.Cal.Atty.Gen. 244 (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997)

16 Cal.4th 307

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)

Adopted: ~~August 28, 1985~~

Revised: [     ]

~~ATTENDANCE LEAVING SCHOOL GROUNDS~~**ABSENCES AND EXCUSES**

~~Pupils shall not leave the school grounds during regular school hours unless they are permitted to do so by the principal or assistant principal.~~

~~Reasons which may be approved for this purpose are:-~~

- ~~1/ A personal emergency~~
- ~~2/ Illness, injury or a medical or dental appointment~~
- ~~3/ As requested by a parent or guardian~~
- ~~4/ As a part of a class or school activity.~~

~~High School pupils shall be permitted to leave campus at lunch time under the following procedures:~~

- ~~1/ The principal shall annually notify parents/guardians that pupils must have permission to be excused during the lunch period.~~
- ~~2/ Upon receiving written permission from the parent/guardian to allow the pupil to leave campus at lunch, the assistant principal discipline will issue an off campus lunch pass.~~
- ~~3/ If the pupil's attendance is consistent and there are no major discipline problems, the student may leave the campus at lunchtime upon the issuance of a lunch pass.~~

~~4/ Pupils who violate any rules of the School District, or the City, County, or State Codes will relinquish this pass for a thirty school day period on first offense.~~

~~5/ At the end of thirty school days, the pupil with parental approval may reapply for a second pass. The administration will judge whether or not the second pass shall be issued.~~

~~6/ If a pupil violates the rules and/or codes named above, after receiving his/her second pass, his/her privileges and rights for noon leave will be revoked for the remainder of the school year.~~

~~7/ Pupils whose off campus lunch pass is revoked will report to the Attendance Office to verify that he/she is on campus.~~

~~A letter to parents shall so state:~~

~~OFF CAMPUS PERMIT: Those students who wish to leave campus during the lunch period must have a parent or guardian sign this parent request form. Please note that "neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds." (Cal. Ed. Code 44808.5)~~

~~This permit will be in effect for one school year. Tardiness to class, unexcused absences or discipline problems will result in the revocation of this permit and the assignment of a daily~~

~~lunch period attendance check in requirement. The first abuse of this privilege will result in a thirty (30) school day revocation of the permit. The second abuse will result in revocation of the permit for the entire school year.~~

~~The off campus privilege during lunch requires responsible cooperation and good judgment on the part of students. We are concerned about tardiness, absences from classes, and unsupervised situations which could lead to unacceptable conduct. Parents/guardians are requested to carefully discuss this permit request with the student before signing it.~~

~~PARENT'S REQUEST FOR LUNCH PASS \_\_\_\_\_ MONROVIA HIGH SCHOOL~~

~~I hereby authorize (Student's Name) (Student's grade) to obtain an off-campus pass and to exercise the privilege of being off campus during the lunch period. I reserve the right as a parent or guardian to revoke this permission at any time.~~

~~Signature of Parent/Guardian. \_\_\_\_\_ Address \_\_\_\_\_ Telephone Number \_\_\_\_\_~~

~~Lunch Permit number \_\_\_\_\_ Issued by: \_\_\_\_\_ Date: \_\_\_\_\_~~

~~MONROVIA HIGH SCHOOL OFF CAMPUS LUNCH PERMIT~~

~~Name of Student \_\_\_\_\_ School Year \_\_\_\_\_ Grade \_\_\_\_\_~~

~~has been issued an off campus lunch permit which may be used only during the scheduled lunch period (11:53-12:30 regular; 11:10-11:41 E-Flag Fridays). Not valid at any other time or for any other purpose.~~

~~\_\_\_\_\_  
Name of Student \_\_\_\_\_ Grade \_\_\_\_\_~~

~~has been issued an off campus lunch permit which may be used only during the scheduled lunch period (11:53-12:30 regular; 11:10-11:41 E-Flag Fridays). Not valid at any other time or for any other purpose.~~

~~Approved. Assistant Principal~~

**Excused Absences**

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:



1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205) (cf. 5112.2 - Exclusions from Attendance)
3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)  
(cf. 5146 - Married/Pregnant/Parenting Students)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observance of a religious holiday or ceremony
  - d. Attendance at religious retreats for no more than four hours per semester
  - e. Attendance at an employment conference
  - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from

or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)  
(cf. 6173.2 - Education of Children of Military Families)

10. Attendance at a naturalization ceremony to become a United States citizen (Education Code 48205)

11. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014) (cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

12. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

13. Participation with a nonprofit performing arts organization in a performance for a public-school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

14. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

**Method of Verification**

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence

(cf. 5113.11 - Attendance Supervision)

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.

4. Physician's verification.

a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

### Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

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

(cf. 5145.6 - Parental Notification)

(cf. 6154 - Homework/Makeup Work)

### Legal Reference

#### EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37201 School month

37223 Weekend classes

41601 Reports of average daily attendance

42238-42250.1 Apportionments

46000 Records (Attendance)

46010-46014 Absences

46100-46119 Attendance in kindergarten and elementary school

46110-46119 Attendance in kindergarten and elementary school

46140-46147 Attendance in junior high and high schools  
48200-48208 Children ages 6-18 (compulsory full-time attendance)  
48210-48216 Exclusions from attendance  
48225.5 Work permit; excused absence; entertainment or allied industries  
48240-48246 Supervisors of attendance  
48260-48273 Truants  
48292 Filing complaint against parent  
48320-48324 School attendance review boards  
48340-48341 Improvement of student attendance  
48980 Parental notifications  
49067 Unexcused absences as cause of failing grade  
49701 Provisions of the interstate compact on educational opportunities for military children

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor for medical treatment

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE & INSTITUTIONS CODE

11253.5 Compulsory school attendance

601-601.4 Habitually truant minors

CCR, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

### **CHRONIC ABSENCE AND TRUANCY**

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

~~To improve student attendance, the Superintendent or designee shall implement positive steps to identify the reasons for a student's unexcused absences and to help resolve the problems caused by truancy. Such strategies shall focus on early intervention and may include, but not be limited to, communication with parents/guardians and the use of student study teams.~~ **establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.**

(cf. 5113 Absences and Excuses)

~~In addition, the Superintendent or designee shall cooperate with other agencies within the community to meet the needs of students who have serious school attendance or behavior problems and to maintain a continuing inventory of community resources, including alternative programs.~~ **The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.**

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the value of regular school attendance, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

(cf. 5113.12 District School Attendance Review Board)

(cf. 5137 Positive School Climate)

(cf. 5141.6 School Health Services)

(cf. 6164.5 Student Success Teams)

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

~~Habitually truant students may be referred to a school attendance review board, a truancy mediation program operated by the county's district attorney or probation officer, and/or juvenile court in accordance with law.~~

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

(cf. 5030 Student Wellness)  
(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 5141.6 School health Services)  
(cf. 6164.2 Guidance/Counseling Services)  
(cf. 6164.5 Student Success Teams)

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

Legal Reference:

EDUCATION CODE

1740-1742 Employment of personnel to supervise attendance (county superintendent)  
37223 Weekend classes  
46000 Records (attendance)  
46010-46014 Absences  
46110-46119 Attendance in kindergarten and elementary schools  
46140-46147 Attendance in junior high and high schools  
48200-48208 Children ages 6-18 (compulsory full-time attendance)  
48225.5 Work permits, entertainment and allied industries  
48240-48246 Supervisors of attendance  
48260-48273 Truants  
48290-482967 Failure to comply; complaints against parents  
48320-48325 School attendance review boards  
48340-48341 Improvement of student attendance  
48400-48403 Compulsory continuation education  
48900 Suspension and expulsion  
49067 Unexcused absences as cause of failing grade  
52052 Academic Performance Index; numerically significant student subgroups  
60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor  
272 Parent/guardian duty to supervise and control minor child;  
criminal liability for truancy  
830.1 Peace officers



VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

256-258 Juvenile hearing officer  
601-601.4 Habitually truant minors  
11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence  
420-421 Record of verification of absence due to illness and other causes  
15497.5 Local control and accountability plan template

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal.App.4th 976

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Attendance Awareness Month, Fact Sheet, September 2014

ATTENDANCE WORKS PUBLICATIONS

Count Us In! Working Together to Show that Every School Day Matters, 2014

The Power of Positive Connections: Reducing  
Chronic Absence through People: Priority Early Outreach for  
Positive Linkages and Engagement, 2014

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2015 School  
Attendance Improvement Handbook, 2000

WEBSITES

California School Boards Association: [www.csba.org](http://www.csba.org)

Attendance Works: [www.attendanceworks.org](http://www.attendanceworks.org)

California Association of Supervisors of Child Welfare and Attendance: [www.cascwa.org](http://www.cascwa.org)

California Department of Education: [www.cde.ca.gov](http://www.cde.ca.gov) California

Healthy Kids Survey: [chks.wested.org](http://chks.wested.org)

California School Climate, Health, and Learning Survey System: [www.cal-schls.wested.org](http://www.cal-schls.wested.org)

OnTrack CA: [www.ontrackca.org](http://www.ontrackca.org)

Revised

## **CHRONIC ABSENCE AND TRUANCY**

### **Definitions**

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and the student's parent/guardian after either of the two previous reports. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260, 48260.5, 48261, 48262, 48263, and 48291. (Education Code 48263.6)

For purposes of classifying a student as a truant, valid excuse includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5 and AR 5113 - Absences and Excuses. A valid excuse may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

(cf. 5113 - Absences and Excuses)  
(cf. 5113.2 - Work Permits)

### **Addressing Chronic Absence**

When a student is identified as a chronic absentee, the Superintendent, attendance supervisor, or designee shall communicate with the student and the student's parents/guardians to determine the reason(s) for the excessive absences, ensure the

student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

The student may be referred to a Student Success Team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs to assist the student. When necessary, the student may be referred to a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the Superintendent or designee, in accordance with Education Code 48263 and item #3 in the section "Addressing Truancy" below.

(cf. 5146 - Married/Pregnant/Parenting Students)  
(cf. 5147 - Dropout Prevention)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6164.5 - Student Success Teams)  
(cf. 6173 - Education for Homeless Children)  
(cf. 6173.1 - Education for Foster Youth)  
(cf. 6173.2 - Education of Children of Military Families)

A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

(cf. 6176 - Weekend/Saturday Classes)  
(cf. 6184 - Continuation Education)

Students who are absent shall be given an opportunity to make up missed assignments or assessments and shall receive full credit for satisfactory completion of the work. Students with excessive absences shall be supported to the extent possible to limit the impact of absences on the student's grades.

Whenever chronic absenteeism is linked to a health, social-emotional, family, or other nonschool issue, the Superintendent or designee may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and the student's family.

(cf. 5145.6 - School Health Services)

### **Addressing Truancy**

An attendance supervisor or designee, peace officer, or school administrator or designee may, **as applicable**, arrest or assume temporary custody, during school hours, of any minor student found away from his/her home who is absent from school

without a valid excuse. Any person ~~se~~ arresting or assuming temporary custody shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

~~Upon receiving a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341, the Governing Board or district attendance supervisor shall make a full and impartial investigation of all charges. If it appears upon investigation that the parent/guardian has violated these laws, the Superintendent or designee shall refer such parent/guardian to the school attendance review board.~~

The Superintendent, attendance supervisor, or designee shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

#### Strategies for Addressing Truancy

~~The following steps shall be implemented based on the number of truancies committed by the student:~~

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of truancies the student has committed:

1. ~~Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee.~~ Initial truancy
  - a. The student shall be reported to the Superintendent, attendance supervisor, or designee. (Education Code 48260)
  - b. The student's parent/guardian of a student classified as a truant shall be notified of the following by the most cost-effective method possible, which may include email or a telephone call, that: (Education code 48260.5)
    - i. The student is truant.
    - ii. The parent/guardian is obligated to compel the student to attend school and, if ~~e.~~ the parent/guardian who fails to meet this obligation, the parent/guardian may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
    - iii. Alternative educational programs are available in the district.

- e. iv. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
  - f. v. The student may be subject to arrest **or held in temporary custody** by a probation officer, a peace officer, a school administrator **or designee, or** an attendance supervisor or ~~his/her~~ designee ~~under~~ **pursuant to Education Code 48264** if found away from home and absent from school without a valid excuse.
  - g. ~~vi. The student may be subject to suspension,~~ **vi. If the student is at least 13 years of age but under age 18, the student may be subject to the suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.**
  - h. ~~vii. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.~~
- (cf. 5145.6 - Parental Notifications)**
- c. **The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)**
  - d. **The student and, as appropriate, the student's parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)**
  - e. **The Superintendent, attendance supervisor, or designee may notify the district attorney and/or probation officer of the student's name and the name and address of the student's parents/guardians. (Education Code 48260.6)**

~~Upon his/her first truancy, a student may be given a written warning by a peace officer. A record of this warning may be kept at school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school.~~

~~Upon a student's first truancy, the student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223.~~

## 2. Second Truancy

a. Any student who has once been reported as a truant shall again be reported to the Superintendent, **attendance supervisor**, or designee as a truant if ~~he/she~~ **the student** is absent from school without valid excuse one or more days or is tardy on one or more days **during the school year**. (Education Code 48261).

b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education code 37223. (Education Code 48264.5)

c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, the student shall be subject to item #3 below. (Education Code 48264.5)

d. ~~In addition, a~~ **An** appropriate district staff member shall make ~~every~~ **a conscientious** effort to hold at least one conference with the student and **the student's parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)** ~~and may discuss resources available for achieving regular school attendance.~~

e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

f. The Superintendent or designee may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

3. ~~Upon his/her t~~ **Third truancy within the same school year, a student shall be classified as a habitual truant.**

a. ~~A~~ **S**students who ~~are~~ **is** habitually truants, ~~irregular in school attendance a chronic absentee~~, or habitually insubordinate or disorderly during attendance at school ~~shall may~~ be referred to ~~the school attendance review team and may be referred to, and required to attend, a school attendance review board~~ **SARB program**, a truancy mediation program established by the district attorney or the

probation officer, or a comparable program deemed acceptable by the ~~district's attendance supervisor~~ the Superintendent or designee. (Education Code 48263, 48264.5)–

b. Upon making a referral ~~to a school attendance review board~~ the SARB or the probation department, the Superintendent, ~~or designee attendance supervisor, or other person designated to make the referral~~ shall provide the student and ~~the student's~~ parent/guardian, in writing, the name and address of the ~~school attendance review board~~ SARB or probation department and the reason for the referral. This notice shall indicate that the student ~~and the student's~~ parent/guardian shall be required, along with the district staff person making the referral, to meet with the ~~school attendance review board~~ SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)

c. If the student does not successfully complete the truancy mediation program or other similar program, the student shall be subject to item #4 below. (Education Code 48263)

d. If the superintendent or designee determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or the student's parents/guardians have failed to respond to the directives of the district or to services provided, the Superintendent or designee may so notify the district attorney and/or the probation officer. (Education Code 48263)

#### 4. ~~Upon his/her~~ Fourth truancy

a. ~~Upon the fourth truancy~~ within the same school year, the student ~~shall~~ may be referred to ~~within~~ the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)

b. If a student has been ~~a~~judged by the county juvenile court to be a habitual truant, the Superintendent or designee shall ~~inform~~ notify the juvenile court and the student's probation or parole officer whenever that student is truant ~~one or more days~~ or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be ~~so~~ notified within 10 days of the violation. (Education Code 48267)

#### 5. Chronic truancy (unexcused absence for 10 percent of school days)

a. The Superintendent or designee shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.



- b. If a chronically truant student is at least age six years and is in any of grades K-8, the Superintendent or designee shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

### Reports

The Superintendent, attendance supervisor, or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. In addition, the attendance supervisor, designee, and/or the staff persons who have direct contact with the student or parent/guardian shall document all of their contacts regarding the student's attendance, including a summary of all conversations and record of all intervention efforts.

The superintendent, attendance supervisor, or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the ~~school attendance review board~~ SARB and ~~the number~~ of requests for petitions made to the juvenile court. (Education Code 48273)

### Legal References

#### EDUCATION CODE

Ed. Code 1740-1742	Employment of personnel to supervise attendance (county superintendent)
Ed. Code 37223	Weekend classes
Ed. Code 46000	Records (attendance)
Ed. Code 46010-46014	Absences
Ed. Code 46110-46119	Attendance in kindergarten and elementary schools
Ed. Code 46140-46147	Attendance in junior high and high schools
Ed. Code 48200-48208	Children ages 6-18 (compulsory full-time attendance)
Ed. Code 48225.5	Work permits, entertainment and allied industries
Ed. Code 48240-48246	Supervisors of attendance
Ed. Code 48260-48273	Truants
Ed. Code 48290-48297	Failure to comply; complaints against parents
Ed. Code 48320-48325	School attendance review boards
Ed. Code 48340-48341	Improvement of student attendance
Ed. Code 48400-48403	Compulsory continuation education
Ed. Code 48900	Suspension and/or expulsion
Ed. Code 49067	Unexcused absences as cause of failing grade
Ed. Code 52052	Accountability; numerically significant student subgroups
Ed. Code 60901	Chronic absence



FEDERAL LAW, TITLE 5

5 CCR 306 Explanation of absence  
5 CCR 420-421 Record of verification of absence due to illness and other causes  
Gov. Code 54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor  
272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy  
830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

11253.5 Compulsory school attendance  
256-258 Juvenile hearing officer  
601-601.4 Habitually truant minors

MANAGEMENT RESOURCES

Description

Attendance Works Publication: Count Us In! Working Together to Show that Every School Day Matters, 2014

Attendance Works Publication: The Power of Positive Connections: Reducing Chronic Absence Through PEOPLE: Priority Early Outreach for Positive Linkages and Engagement, 2014

California Department of Education Publication: School Attendance Review Board Handbook: A Road Map for Improved School Attendance and Behavior, 2015

California Department of Education Publication: School Attendance Improvement Handbook, 2000

Court Decision: L.A. v. Superior Court of San Diego county, (2012) 209 Cal.App.4th976

CSBA Publication: Attendance Awareness Month, Fact Sheet, September 4 2014

WEBSITES:

California Healthy Kids Survey <https://calschls.org/>

California School climate, health, and learning Survey System <https://calschls.org/>

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

Attendance Works <https://www.attendanceworks.org/>

California Association of Supervisors of Child Welfare and

Attendance <https://www.cascwa.org/>

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

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 1. 21/22-5029 - RESOLUTION RECOGNIZING THE STATE OF EMERGENCY AND REAUTHORIZING THE NEED FOR TELECONFERENCED MEETINGS PURSUANT TO AB 361

#### RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2122-10, recognizing the continued state of emergency and reauthorizing the need for teleconferenced meetings pursuant to AB 361.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Board Member Hammond\_\_\_\_, Board Member Gholar\_\_\_\_, Board Member Anderson\_\_\_\_  
Board Member Lockerbie\_\_\_\_, Board President Travanti\_\_\_\_\_

#### Rationale:

At the October 27 Board of Education meeting, the Board recognized the continued state of emergency in California and voted unanimously to continue teleconferenced meetings for a period of thirty (30) days via Resolution #2122-09. Per AB 361, Governing Boards must consider the state of emergency every thirty (30) days, and determine whether or not there is a continued need to meet virtually. Approval of this resolution affirms these findings and authorizes teleconferenced meetings of the Board until December 10th.

#### Background:

In response to the novel coronavirus ("COVID-19") pandemic, Governor Newsom adopted a series of Executive Orders allowing legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act ("Brown Act") were followed. On March 4, 2020, Governor Newsom declared a statewide emergency arising from the COVID-19 pandemic in the state of California. On September 16, 2021, Governor Newsom signed AB 361 into law, which immediately amended the Brown Act allowing Governing Boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the Board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency.

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

There are no budget implications associated with this resolution.

#### Additional Information:

The proposed resolution is attached.

## ATTACHMENTS

- [AB 361 Resolution - 111021.pdf](#)

**MONROVIA UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 2122-010  
RESOLUTION RECOGNIZING A CONTINUED STATE OF EMERGENCY AND  
REAUTHORIZING TELECONFERENCE MEETINGS PURSUANT TO AB 361**

**WHEREAS**, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

**WHEREAS**, on Sept. 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

**WHEREAS**, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

**WHEREAS**, AB 361 requires governing boards to make findings every 30 days from the first meeting held pursuant to the statute, that the board has considered the circumstances of the State of Emergency and that either the State of Emergency continues to directly impact the ability of the members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing; and

**NOW THEREFORE, BE IT RESOLVED**, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference.

**BE IT FURTHER RESOLVED**, that the Governing Board of the Monrovia Unified School District recognizes that a State of Emergency in the State of California continues to exist due to the COVID-19 pandemic.

**BE IT FURTHER RESOLVED**, that the Governing Board has reconsidered the circumstances of the State of Emergency and finds that COVID-19 continues to pose an imminent threat to the health and safety of the community and directly impacts the ability of the members to meet safely in person.

**BE IT FURTHER RESOLVED**, that the Governing Board has reconsidered the circumstances of the State of Emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing.

**BE IT FURTHER RESOLVED**, the Governing Board of the Monrovia Unified School District reauthorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e) (3).

Signed and adopted this 10<sup>th</sup> day of November, 2021.

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Maritza Travanti, President

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Selene Lockerbie, Vice President

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Traci Gholar, Clerk

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Jennifer Anderson, Board Member

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Rob Hammond, Board Member

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Ryan D. Smith, Superintendent

# Agenda Item Details

Meeting Date: 2021-11-10 18:30:00

## AGENDA ITEM TITLE:

### 2. 21/22-5030 - PENDING BOARD ISSUES

#### RECOMMENDATION

The Board of Education will receive status information on identified tasks and review issues of interest for future attention.

#### Rationale:

To provide a schedule for updates regarding issues that are critical for the Board of Education as part of their priorities and goals.

#### Background:

The Board will revise this document as they see fit. Items will be deleted as they are completed.

#### Additional Information:

#### ATTACHMENTS

- [Pending Board Issues - 111021.pdf](#)

Subject: PENDING BOARD ISSUES

Prepared by: Ryan Smith, Ed. D., Superintendent

Action desired:

The Board of Education will receive status information on identified tasks and review issues of interest for future attention.

Rationale:

This agenda item affords an opportunity for the Board of Education to review the status of items that have been scheduled for Board consideration, raise issues or questions that have not been scheduled for discussion, and place issues in priority order for attention, consistent with the Board Vision.

Issue/Question/Request	Status	Next steps
<b>Cyclical Reports</b>		
Supt. Performance Objectives	Establish performance objectives for Superintendent Evaluation.	To be conducted annually in April
Superintendent Evaluation	Review Superintendent performance objectives for formal evaluation	To be conducted annually in September
Review of Vision & Goals	Review Vision & Goals and progress on the Strategic Plan.	Prior year goals to continue as assumed
Inter-district transfers	Report on number of transfers in and out of the district at Board Meeting and, if needed, in a Study Session.	Next update Oct/Nov 2022



Issue/Question/Request	Status	Next steps
<b>Cyclical Reports (continued)</b>		
<p>Student Achievement: standards &amp; plans for closing the achievement gap; investigation of model practices, demographic data, and multiple measures of achievement.</p>	<p>Educational Services Board Meeting Reports:</p> <ul style="list-style-type: none"> <li>12/08/21 • Single Plans Student Achievement all sites</li> <li>12/08/21 • Gold Ribbon Schools Eligible (Board Update)</li> <li>1/12/22 • Project PASS Tutor Recognition</li> <li>1/26/22 • SARC Board approval</li> <li>2/9/22 • Mid-Year Review – Multiple Measures Report • Career Tech Pathways (ROP)</li> <li>2/11/22 • Physical Fitness Results (Board update)</li> <li>2/23/22 • Summer School 2020 Plans/ Explore summer</li> <li>4/13/22: • CELC Program Report • Carl Perkins Application • Outdoor Education Program Report (Board Update)</li> <li>4/27/22 • Village Program Report • Skills USA Student Recognition • Dual Immersion Program Report</li> <li>5/25/22 • Class of 2021 Report • Homeless &amp; Foster Youth Report (Board Update)</li> <li>6/9/22: • Annual LCAP Public Review • Multiple Measures Report w/ LCAP data • GATE Program Report (Board Update)</li> <li>6/22/22: • Music/Art Community Theater Report</li> </ul>	
CGI Math Update	Provide a program update to the Board of Education	Annually in September; Next report 2022
Equity Update	Provide an update on district practices to promote equity in schools	Next update June 2022
Technology Projects	Staff technology standards & teaching plan – working with Educational Services.	December 2021
E-Rate	E-rate funding approval annually in Jan/Feb/Mar.	Next update in 2022
Safety, Emergency Prep, & Discipline	Update information: Safety, Emergency Preparedness	Annually in Oct/Nov/Dec.
Athletic Coach Certification & Training	Athletic coach certification and concussion training annually. Annually in August.	Next training in 2022

Issue/Question/Request	Status	Next steps
	<b>Cyclical Reports (Continued)</b>	
Budget/ Enrollment/Staffing	<p><b><u>2021-22 Budget Preparation Calendar:</u></b></p> <ul style="list-style-type: none"> <li>• December 8, 2021: 2021-22 First Interim Budget Report</li> <li>• Jan. 26, 2022: 2020-21 Audit Report</li> <li>• Jan. 26, 2022: 2021-22 P-1 Student Attendance Report</li> <li>• Feb.9, 2022: 2022-23 Budget based on Governor’s January Budget Proposals</li> <li>• Feb. 23, 2022: 2022-23 Enrollment &amp; Staffing Report</li> <li>• Mar. 9, 2022: 2021-22 Second Interim Budget Report</li> <li>• April 27, 2022: 2021-22 P-2 Student Attendance Rpt</li> <li>• May 25, 2022: 2022-23 Governor’s May Budget Revision (Board Update)</li> <li>• June 9, 2022: 2022-23 Adopted Budget Public Hearing</li> <li>• June 22, 2022: 2022-23 Budget Adoption</li> </ul>	
Board Walks (Board site visits)	Secondary schools will be scheduled for 2021-22 SY	Dates to be determined
Adult Ed Update	Update on status of Adult Education program. Next report Fall 2022	Annually in fall; Next report 2022
Redevelopment/ Pass Through Funds	Board update after District receives information from the County.	Upon receipt of funds
Village Extended Day Program	Board Report on Village Program - Even years in Spring.	Next report Spring 2022
Class Size Report / Staffing	Report on Class Size/Staffing annually in Spring: Class Size 2/23/22; Staffing Report 3/9/22	Next report Spring 2022

Issue/Question/Request	Status	Next steps
<b>Long Range Plans</b>		
Legislative Policy	<ul style="list-style-type: none"> <li>Review legislative policy changes/updates</li> <li>Special Education funding</li> </ul>	2021-22
MUSD Marketing	<ul style="list-style-type: none"> <li>Receive guidelines on how to focus marketing efforts</li> </ul>	2021-22
Facilities Needs Assessment Prioritized List	<ul style="list-style-type: none"> <li>Receive recommendations about the Facilities Master Plan needs assessment</li> </ul>	Facilities Advisory Committee will convene in Spring
Jt. Meeting with Monrovia City Council	<ul style="list-style-type: none"> <li>To collaborate and discuss matters of importance to both the City of Monrovia and the District</li> </ul>	Next meeting December 6, 2021
State of the Schools	<ul style="list-style-type: none"> <li>Plans in progress</li> </ul>	November 17, 2021
Solar Panel Options	<ul style="list-style-type: none"> <li>Revisit solar panel options throughout the District</li> </ul>	Seeking funding options
Amigos de los Rios	<ul style="list-style-type: none"> <li>Status report on the results of the Prop 68 grant</li> </ul>	Progress reports continuously throughout the SY
Lobbyist Efforts for MUSD	<ul style="list-style-type: none"> <li>Discuss efforts of lobbyist group on behalf of the District</li> </ul>	Continue to seek grant opportunities
CELC/ Cognitive Toolbox Update	<ul style="list-style-type: none"> <li>Receive update on the status of the program</li> </ul>	End of 2021-22 SY
Safety Corridor Plans for MUSD schools	<ul style="list-style-type: none"> <li>Plans to create a “safety corridor” in and around school sites are being discussed with MPD</li> </ul>	Plans underway; Progress report to be received in February 2022
Positive Behavior Intervention & Supports (PBIS) implementation	<ul style="list-style-type: none"> <li>Update on the implementation of PBIS at school sites; including how planning and restorative practices are woven into implementation</li> </ul>	Status update to be provided throughout the year
Expansion of District School Bus Program	<ul style="list-style-type: none"> <li>Receive update on the expansion of the district school bus program to combat chronic absenteeism</li> </ul>	Progress report to be received in Spring 2022

Issue/Question/Request	Status	Next steps
<b>Long Range Plans</b>		
Regular Policy Review	District Vision – 0000; Community Relations – 1000; Administration – 2000; Board Operations – 8000; Board Bylaws – 9000	2021-22
	Business Policies	2021-22
	Human Resources Policies	2021-22
	Educational Services Policies	2021-22
	Pupil Personnel Services	2021-22