

# **MASTER AGREEMENT FOR PROGRAMS AND SERVICES**

## **COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM** **AND** **REDLANDS UNIFIED SCHOOL DISTRICT**

This agreement is entered into July 1, 2024, between the Colton-Redlands-Yucaipa Regional Occupational Program, hereinafter referred to as "CRY-ROP" and the Redlands Unified School District, hereinafter referred to as "District" and in conjunction with the current Joint Powers Agreement.

Pursuant to Education Code Section 52300, CRY-ROP is authorized to establish and maintain Regional Occupational Program activities at various locations within the district pursuant to the Grants of Authority contained in the Joint Powers Agreement between the forenamed District and CRY-ROP.

The District and CRY-ROP will establish and maintain such program(s) for the purpose of providing Career Technical Education (CTE), employment and student services to the students of the forenamed District; now therefore, be it resolved that the District and CRY-ROP agree as follows:

### **GENERAL PROVISIONS**

1. The term of this Agreement is from **July 1, 2024, to June 30, 2025**. If a new agreement is not consummated prior to June 30, 2024, all programs, and services as outlined shall continue under the conditions stated in the current agreement.
2. It is agreed that this is a Master Agreement and that each program/service will be mutually agreed upon and offered to students only after each program/service has been approved, when legally necessary, by the State Department of Education, the CRY-ROP Governing Board, San Bernardino County Workforce Development, the subject matter advisory committees, and the District.
3. Changes within the budget, which will not cause an increase in the total fund requirements of CRY-ROP and/or the District, may be authorized by written mutual consent between CRY-ROP and the District.
4. All property acquired in connection with an activity, unless otherwise specified by the Agreement, is the property of CRY-ROP, who has responsibility for approval of its location and utilization.

5. Use of equipment and/or facilities acquired by the District for CRY-ROP is limited to CRY-ROP activities unless use for other purposes with specific conditions is authorized in writing by the CRY-ROP Superintendent.
6. CRY-ROP students shall be subject to the rules and regulations of the District during the hours that they are using District facilities.
7. Any agreement between the District and other agencies entered into for the purpose of conducting these activities and for which payments will be made from funds in each program budget must be approved in advance by CRY-ROP.
8. Due to funding and grant requirements, the District will give access to their student data and the District's Student Information System to complete CTE required reporting and documentation on students taking CTE courses, participating in employment services or other related services at the middle and high school grade levels. CRY-ROP and the District agree to participate in student data interface and transfer for the following purposes:
  - a. Access to the District's middle and high school Student Information System including demographics, attendance, grades, and information on students in special populations
  - b. Biweekly attendance and grade imports
  - c. Titles of CTE courses and pathways for program alignment
  - d. Non-graduate reports
  - e. Access to the District's Google classroom platforms for CRY-ROP teachers, Program Manager, and substitutes
  - f. Provide District email account for CRY-ROP Program Manager
  - g. Include CRY-ROP Program Manager in District/site listservs
9. CRY-ROP agrees to maintain confidentiality and shall use industry standard best practices to protect and ensure safeguards to all data obtained.
10. CRY-ROP and the District agree to obtain and maintain in force during the term of this Agreement a policy or policies of Comprehensive General and Auto Liability insurance with coverage limits of not less than \$5,000,000 per occurrence. CRY-ROP and the District shall each name the other as additional insured on their respective liability policies. Certificates of Insurance and Additional Insured Endorsements shall be provided to CRY-ROP and the District by their respective carriers. The coverage required herein may be satisfied through a self-insurance program or pooling authority providing such coverage, if mutually acceptable by the parties to this Agreement. CRY-ROP shall be responsible for Workers' Compensation Insurance coverage for students involved in work-based learning regardless of the student's district of residence.

11. Written notification of class reductions must be made at least 120 days prior to the end of the fiscal year preceding the fiscal year the deductions will be implemented.
12. Any future agreements or portions thereof, between the District and CRY-ROP may be terminated, amended, or modified by serving a written notice no later than September 30, 2024.

### **SUPPORT SERVICES - CAREER READINESS**

1. The establishment of a Career Center on the District's high school and selected middle school campuses is necessary in order to provide career readiness and support services, subject to the following conditions:
  - a. The District shall provide essential guidance and counseling support services and facilities (if available) for operation of a Career Center.
  - b. CRY-ROP shall assign Career Readiness Specialists (CRS) to serve high school and middle school students to meet the needs of each site.
  - c. CRY-ROP will meet at the beginning of each school year with each site Principal to determine their specific career readiness needs. A list of specific tasks for the CRS to complete will be created and then provided to the site Principal, Director of Secondary Education and the Counselors.
  - d. The salaries of the CRY-ROP Career Readiness Specialists shall be paid by CRY-ROP.
  - e. The assignment of a CRY-ROP Career Readiness Specialist shall be at the discretion of the CRY-ROP Superintendent and based upon such factors as the number of CRY-ROP and District CTE course offerings, student participation, funding and activities.
  - f. All property acquired by CRY-ROP and placed in the Career Centers shall be identified as such and shall be maintained by CRY-ROP.
  - g. The CRY-ROP Career Readiness Specialists shall:
    - i. Promote CTE pathways to students, parents and staff at middle schools and high schools.
    - ii. Provide workshops to all students, career speakers and facilitate events related to career exploration and career-readiness (including mock interviews).
    - iii. Coordinate leadership and CTE promotion activities for ROP/CTE Student Ambassadors.
    - iv. Work directly with school counselors to facilitate a career plan for all students.
2. CRY-ROP will conduct the CTE follow-up calls and provide data to the District for reporting purposes for the SNAP survey, Cal Plus, Perkins and other required reports.

## **USE OF FACILITIES**

The District will provide appropriate facilities to be used by CRY-ROP for mutually agreed upon CTE programs of instruction. It is also recognized that CRY-ROP owns certain facilities, which may be utilized by the District. The District and CRY-ROP agree as follows:

1. CRY-ROP classes will not be relocated without the mutual consent of the participating District and CRY-ROP.
2. The District will provide in-kind services, such as custodial and maintenance services, technology infrastructure, security, utilities, SIS for attendance and telephone services.
3. CRY-ROP will continue to hold title at: Redlands High School: Auto Tech Classrooms and Career Center
4. CRY-ROP is responsible for all costs in connecting computer equipment to the District's infrastructure at the point where the infrastructure enters the classroom.

## **STAFF DEVELOPMENT ASSIGNMENT AND REIMBURSEMENT**

1. The District will include CRY-ROP school site employees in professional development opportunities provided there is no additional cost to the District.
2. CRY-ROP will compensate teachers for their time to attend district trainings as approved by their Program Manager in advance.
3. CRY-ROP may pay the District CTE teachers on an hourly basis to attend CRY-ROP teacher professional development by receiving an invoice from the District. CRY-ROP will provide a list at the beginning of the school year to include the District's CTE teachers' names and the maximum number of hours to attend CRY-ROP professional development.

## **FUNDING AND CLASS SECTIONS**

1. The District has authorized the County Superintendent of Schools to transfer to CRY-ROP the annual operating funds from the District an amount that is equal to the 2008-2009 fiscal year CRY-ROP apportionment adjusted to include applied cost of living adjustments through 2017-2018 that is included in District's base grant.
2. The 2014-2015 school year establishes the base for proportion of operating funds established by class sections provided by CRY-ROP on the District's high school

campuses, periods zero through seven as: **\$2,652,423.00** (*Redlands Unified School District- 36.1% proportion of CRY-ROP general fund*)

3. CRY-ROP will invoice the District a monthly amount proportional to the 5-5-9 percent schedule utilized by the California Department of Education to pay school districts their monthly Principal Apportionments per EC Section 14041(a)(2).
4. CRY-ROP will offer **66** class sections under the current JPA agreement.
5. If the District requests that additional CRY-ROP class sections be offered, the costs shall be \$18,000 per section. Note this is the cost to provide the section. The actual cost exceeds this amount.
6. Using CTEIG funding, CRY-ROP will allocate the district **34** additional class sections. If the District chooses not to use these sections, the District will receive \$18,000 per section not used. The District **must** use this funding for Career Technical Education expenditures. A plan of how these expenditures will be used must be provided to CRY-ROP by September 30, 2024 and the reported expenditures must be given to CRY-ROP no later than June 30, 2025. Examples of expenditures are CTE aides, instructional materials, CTE teacher professional development, salary and/or equipment. These funds are separate from the general proportion given to CRY-ROP and will be accounted for separately.
7. The District has chosen to use **33** additional sections of the **34** offered; therefore, CRY-ROP will pass through to the District **\$18,000**. The District has until July 1, 2024 to finalize the additional section allocation. Any changes made will not require a new master agreement.

## **APPENDIX A**

### **CTEIG AGREEMENT**

This memorandum of understanding sets forth the terms of agreement between the Colton- Redlands- Yucaipa Regional Occupational Program (CRY-ROP) and Redlands Unified School District (hereinafter "District") with regard to participation in the California Career Technical Education Incentive Grant (CTEIG) Program funding.

CTEIG provides funding to encourage, maintain, and strengthen the delivery of high-quality career technical education (CTE) programs. Districts will receive a portion of the allocation based on the respective district percentage. The funding may be used for additional high school or middle school sections outside of the Joint Powers Agreement. If additional allocated sections are not used, the remaining funding from those sections will be passed through to the District. Those funds must be used toward allowable and allocable CTE expenditures.

Districts participating in the MOU agree to the required grant assurances and compliance with all requirements as a grant recipient for CTEIG funding, as outlined in EC Section 53071.

#### **Background**

The California Career Technical Education Incentive Grant (CTEIG) Program is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten through grades twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education.

#### **Purpose of the Agreement**

It is the purpose of this agreement to establish a cooperative and mutually beneficial relationship between the parties, and to set forth the responsibilities of the parties as related to the implementation of the Career Technical Education Incentive Grant Program.

#### **Duration of Agreement**

The term of this agreement shall align to the 2024-25 CTEIG Request for Applications (Round 9) unless modified or terminated in writing. Termination can be exercised by any party 30 days following written notice.

#### **Responsibilities**

In consideration of the shared goals associated with this agreement, and in recognition of the benefits derived from CTEIG funding, the parties agree that their responsibilities under this agreement shall be as follows:

**The District and CRY-ROP shall:**

Participate in the exchange of and access to student data as it relates to CTE reporting. The District and CRY-ROP may be required to report additional data including, but not limited to pathway completers, work-based learning activities, enrollments, student attendance, student grades, master schedule information, student demographics, and assessment data. Access to data will be provided through the student information system at each middle and high school site, as well as through regular uploads into CRY-ROP's student information system for the purpose of data reporting and accountability.

For fiscal reporting purposes, CTEIG and District match funds must be identified using goal codes 3800 (CTE) or 6000 (ROCP). LEAs using bond funds as a match must provide information related to those expenditures for CTE construction projects.

**The District shall:**

Release 100% of the Average Daily Attendance (ADA) of pupils in grades 7 to 12, inclusive as reported at the time of second principal apportionment for the previous fiscal year, to be used for CTEIG subdivision calculation and allocations. The California Department of Education's Program Grant Management System (PGMS) uses the LEA County-District-School Code (CDS Code) to pre-populate ADA in the CTEIG application for the purpose of determining grant allocation award calculations.

**CRY-ROP shall:**

Serve as Lead Agency for the consortium. CRY-ROP will prepare and submit progress and expenditure reports, as required, including proportional match reporting for funding received from the California Career Technical Education Incentive Grant Program, as follows:

Ensure match and encumbrance requirements are met as outlined in the CTEIG Request for Applications in the fiscal year beginning July 1, 2024, and ending June 30, 2025.

The local match may include funding from a school district's Local Control Funding Formula (LCFF) apportionment pursuant to EC Section 42238.02, Perkins V, California Partnership Academies, Agricultural CTE Incentive Grant, and any other allowable source. Per EC Section 53071 (a) (4), an applicant's matching funds shall be used to support the program(s) for which the applicant was awarded a grant.

**Meet evaluation criteria, as follows:**

Pursuant to EC Section 53071(c), all recipients of the CTEIG funds are required to encourage, maintain, and strengthen high-quality CTE programs meeting the following minimum eligibility standards:

1. Offers high-quality curriculum and instruction aligned with the California CTE Model Curriculum Standards, including, but not limited to, providing a coherent sequence of CTE courses that enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment or industry certification upon graduation from high school.

2. Provides pupils with quality career exploration, guidance, and a continuum of work-based learning opportunities aligned with academic coursework.
3. Provides pupil support services, including counseling and leadership development, to address pupils' social, emotional, career, and academic needs.
4. Provides for system alignment, coherence, and articulation, including ongoing and structural regional or local partnerships with postsecondary educational institutions, with documented formal written agreements.
5. Forms ongoing and meaningful industry and labor partnerships, evidenced by written agreements and participation on advisory committees to provide input to the CTE programs and curriculum, and collaboration opportunities for pupils to gain access to pre-apprenticeships, internships, industry certifications, and work-based learning opportunities.
6. Provides opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, leadership development opportunities, career and technical student organizations, and other work-based learning opportunities.
7. Reflects regional or local labor market demands with a focus on current or emerging high-skill, high-wage, or high-demand occupations, and informed by the regional plan of the local SWP consortium.
8. Leads to an industry-recognized credential or certificate, or appropriate postsecondary education or training, employment, or a postsecondary degree.
9. Staffed by skilled teachers or faculty, and provides professional development opportunities for any teachers or faculty members supporting pupils in those programs.
10. Provides opportunities for pupils who are individuals with exceptional needs to participate in all programs.

## **APPENDIX B**

### **GRANTS, ADULT SCHOOL PROGRAMS, SHARED CAMPUS & TESTING SERVICES**

Adult Education, CTE programs, grant programs and testing services provide transitioning youth and adult learners the opportunity to increase knowledge, develop new skills, become self-sufficient and to gain work experience. Youth and adult learners can earn industry certifications to improve linkages to college and/or career options.

#### **CRY-ROP Shall:**

- Offer CTE programs such as the Nurse Assistant-Certified program to high school students (offered outside the regular school day) adult school students, community members and individuals referred by the District.
- Maintain approval from various testing services such as GED, Pearson Vue, M.Set, etc. and follow all guidelines and security requirements.
- Refer testing candidates and adults to the adult school and programs such as GED preparation, ESL, or high school diploma classes when appropriate.
- Schedule CTE programs offered at the adult school location or other campuses approved by the District.
- Assist students in registering for CTE programs or testing services.
- Share data with the District and/or adult school for reporting purposes and maintain student confidentiality.
- Pay salaries and statutory benefits of the CRY-ROP CTE staff.

#### **The District Shall:**

- Provide the necessary technology to support the CRY-ROP CTE and testing center staff and students.
- Provide tables, desks and chairs in all CRY-ROP CTE classrooms offered on the district's campuses.
- Assist in the recruitment to the CRY-ROP CTE programs.
- Provide access to the Redlands Adult School's internet services.
- As it becomes available to support adult CTE programs, the District will collaborate with CRY-ROP to support additional CTE offerings.
- Share data with CRY-ROP for reporting purposes.

## APPENDIX C

### GRANTS, ADULT SCHOOL PROGRAMS, CRY-ROP'S CTE PROGRAMS AND TESTING SERVICES

Adult Education, CTE programs, Grant programs and Testing Services provides transitioning youth and adult learners the chance to increase their knowledge, develop new skills to become self-sufficient and to gain work experience. Youth and adult learners can earn industry certifications to improve linkages to college and/or career options.

Redlands Adult School is using the following space to house the District's adult school programs at 1226 Indiana Court, Redlands CA 92374:

Building	Space	Square Footage
B	Counselor Office	220 ft
	Classroom B2	960 ft
	Classroom B3	960 ft
	Classroom B4-Computer Lab (evenings only using CRY-ROP maintained computers and technology support)	480 ft
	Classroom B6, (635ft) (Split the cost with CRY-ROP) Office area used for RAS	320ft
	Classroom B7, (750 ft) (Split the cost with CRY-ROP)	375 ft
	Restrooms 50%	305 ft
	Registration Areas	250 ft
	<b>TOTAL</b>	<b>3,870 square ft</b>

Redlands Adult School has access to parking and all other classrooms in Building B as scheduled for meetings and special events.

#### CRY-ROP Shall:

- Offer CTE programs to high school students (outside of the regular school day hours), community members and individuals referred by the District.
- Schedule CTE programs offered at the adult school location or other campuses.
- Maintain approval from the various testing services (such as GED, PearsonVUE, HiSET etc.) and follow all guidelines and security requirements.
- Maintain student confidentiality.
- Assist students in registering for CTE programs or testing services.
- Share data with the District and/or adult school for reporting purposes.
- Refer testing candidates and adults to the adult school and programs such as GED preparation, ESL or high school diploma classes when appropriate.

- Provide tables, desks and chairs in all CRY-ROP CTE classrooms used at the District campuses.
- Pay salaries and statutory benefits of the CRY-ROP CTE and Testing staff.
- Provide use of CRY-ROP's internet services which hosts the district's adult school.

**The District Shall:**

- Provide the necessary technology to support the adult school staff and students.
- Refer students and staff for appropriate testing opportunities such as teacher certifications (CBEST), ITC certifications, & GED equivalency testing.
- Assist in the recruitment of CRY-ROP's CTE program offerings and testing services.
- Conduct at least two recruitment and informational events such as a College and Career Fair, or Open House yearly for all adult students attending CRY-ROP, Adult School and the community. The events will be a combined effort to coordinate and share community services, continuing educational opportunities, linkages to post-secondary options and will serve to recruit for all adult programs offered by CRY-ROP and the District.
- The District will collaborate with CRY-ROP to support current CTE offerings or to create additional CTE test taking opportunities.
- Pay CRY-ROP for the usage of the CRY-ROP adult campus facilities to continue to house the Redlands Adult School programs and services.

**Funding:**

The following are the costs associated with leasing, maintaining, and managing the shared space between CRY-ROP's Adult CTE and Testing Center as well as the Districts Adult School programs and services:

Total Charged Costs are **\$221,333.74**. Redlands Adult School's total square usage of the B-Building is 3,870 square feet which is 35.75% of the total square footage for the B-Building (10,825). The total costs associated with maintaining and managing the shared space charged by the District for Redlands Adult School usage is \$79,127.00.

Current maintenance and shared space costs for 2021-2022 were set at \$48,000. CRY-ROP will charge 50% of the cost increase to Redlands Adult School for 2022/23 school year. However, the total increase will be added to the 2023/24 school year invoices. The fees to be paid by the District to CRY-ROP will be as follows:

Actual Cost to Maintain Building B: Approximately	\$300,000.00
Shared costs charged to RAS from the 2021/22 school year:	\$221,333.00
35.75% of the square footage RAS occupies B-Building:	\$ 79,127.00
Shared costs charged to RAS for 2021-2022:	\$ 48,000.00
Shared costs for 2022-2023:	\$ 63,551.00
Shared costs for 2023-2024:	\$ 79,102.00
Shared costs for 2024-2025:	\$ 79,102.00

CRY-ROP will invoice the District quarterly for the use of agreed upon facilities.

**Additional Provisions**

- This agreement is entered into by the duly authorized officials of each respective party.
- It is understood by all parties that each will fulfill its responsibility in accordance with the provisions of law and regulations that govern their activities.
- Nothing in this agreement is intended to negate or otherwise render ineffective any previous agreements.
- If at any time any party is unable to complete their responsibilities under this agreement, the affected party shall provide immediate written notice to the other parties to establish a date for mutual termination of the agreement.
- This constitutes the entire agreement hereto with respect to the subject matter.
- No amendment, modification, or alteration shall be binding on either party unless submitted in writing.
- This agreement may be amended by the mutual written consent of the parties.

Executed in the County of San Bernardino on the dates specified below.

**Colton-Redlands-Yucaipa Regional Occupational Program**

**Dr. Jason B. Angle, Superintendent**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Redlands Unified School District**

**Juan Cabral, Superintendent**

**Signature:** \_\_\_\_\_

**Date:** 5-8-2024