

Memorandum of Understanding (MOU)

Between the

Galt Joint Union High School District (GJUHSD)

As LEA for the

Central Region Agricultural Education Career Pathways Consortium, California Career Pathways Trust Grantee,

And

Davis Senior High School / Davis Joint Unified School District

Amount Not to Exceed: \$ 168,202.00

- I.** Galt Joint Union High School District is the acting financial agent for the California Career Pathways Trust (CCPT) grantee consortium known as Central Region Agricultural Education Career Pathway Consortium (CRAECPC).
- II.** CRAECP Consortium consists of twenty-three high school districts which include thirty-six high schools; three community colleges; and three universities: Bret Harte Union High School District, Calaveras Unified School District, Ceres Unified School District, Davis Joint Unified School District, Esparto Unified School District, Folsom Cordova Unified School District, Galt Joint Union High School District, Gustine Unified School District, Hilmar Unified School District, Hughson Unified School District, Le Grand Union High School District, Lodi Unified School District, Los Banos Unified School District, Mariposa County Unified School District, Merced Union High School District, Modesto City Schools, Oakdale Joint Unified School District, Patterson Unified School District, Tracy Unified School District, Turlock Unified School District, Waterford Unified School District, Winters Joint Unified School District, Woodland Joint Unified School District; Los Rios Community College District, Merced Community College District, Yosemite Community College District; California Polytechnic State University, San Luis Obispo, California State University, Fresno, and University of California, Davis.
- III.** Purpose: The purpose of this MOU is to set forth, define, and establish mutual agreements, understandings, and obligations by and between the Galt Joint Union High School District as the LEA for the Central Region Agricultural Education Career Pathway consortium and the **Davis Senior High School / Davis Joint Unified School District.**
- IV.** The effective date for the MOU is **July 1, 2015** through **June 30, 2018.**

- V. Responsibilities, Expectations and Goals of the Program:** The primary goal of this agreement is to make clear the objectives between the Galt Joint Union High School District / Central Region Agricultural Education Career Pathways Consortium and **Davis Senior High School / Davis Joint Unified School District** to successfully accomplish the objectives that are outlined below and in the Central Region Agricultural Education Career Pathways Consortium work-plan.

TERMS and CONDITIONS

- I. Galt Union High School District as the LEA for Central Region Agricultural Education Career Pathways Consortium agrees to:**
- A. Provide services to perform the reasonable duties of managing grant funds as the consortium LEA.
 - B. Provide office space, supplies and equipment as necessary for the Grant Director to carry out the job duties defined in the grant.
 - C. Provide reimbursement funds to participating districts for substitute costs deemed necessary by the Grant Director to carry out the terms of the grant. (A maximum of 10 days per instructor dedicated to the grant)
 - D. Conduct a “Needs Assessment” to determine the status of each district in the development of the Agriscience, Agricultural Mechanics and Ornamental Horticulture career pathways.
 - E. Provide funding through the grant for in-service and training for instructors of the Agriscience, Agricultural Mechanics and Ornamental Horticulture career pathways.
 - F. Facilitate formal collaboration between the secondary, post-secondary, and business partners of the consortium.
 - G. Be responsible to combine individual school reporting data and submit collaborative reports as required by the funding agency (CDE).
 - H. Review and communicate approval, delays or holds related to invoices submitted by district partners within a reasonable period of time from receipt of report/invoice.
 - I. Provide advanced written approval or denial of equipment purchases and out-of-state travel requests within a reasonable period of time from receipt of said requests.
 - J. Schedule and facilitate informational meetings required to facilitate the grant objectives.
 - K. Create and disseminate reporting templates.
- II. Davis Senior High School / Davis Joint Unified School District agrees to:**
- A. Commit to fully implement the career pathways program(s) committed to, relative to the Agriscience, Agricultural Mechanics and Ornamental Horticulture career pathways.
 - B. Form a strong collaboration, documented in formal agreement, with consortium post-secondary partners, agriculture business partners, and other agencies to create a link with the industry work based opportunities for students.

- C. Recruit students into the career pathway representative of overall school population.
- D. Provide dedicated, credentialed and highly qualified Agriculture teachers and staff to work on the career pathway program and who can facilitate efforts to coordinate with postsecondary education.
- E. Work with various entities to develop seamless transitions for students into postsecondary education, employment and or training in the areas of Agriscience, Agricultural Mechanics and Ornamental Horticulture career pathways.
- F. Establish opportunities for all pathway students to:
 - 1. Explore community college credit options through dual enrollment opportunities.
 - 2. Participate in appropriately sequenced work-place experiences to make informed choices among postsecondary options.
 - 3. Participate in activities to develop personal career readiness skills which are required for success in the workplace.
- G. Provide pathway teachers release time for relevant, ongoing professional development including support and frequent opportunities for reflection and collaboration during the school year. This includes activities that are developed specifically by the consortium as well as those supported by the CATA (California Agriculture Teachers Association) professional organization that relate to student leadership development, career development skills, curriculum development, and other professional development. The activities deemed necessary by the Grant Director will be financially supported by CRAECPC.
- H. Process payroll expenses for substitute costs to be reimbursed by GJUHSD that have been approved by the Grant Director as part of the consortium activities.
- I. Maximize available funding streams (in addition to the grant funding) to support the needs of participating students within the career pathways.
- J. Sustain the Agriscience, Agricultural Mechanics and Ornamental Horticulture career pathways beyond the funding cycle of the grant.
- K. Work to meet the goals and program outcome measures that were established for the consortium.
- L. Conduct local Agriculture Advisory committee meetings that inform the development of the CRAECP Consortium project.
- M. Spend approximately 42% of the funding allotted and budgeted for equipment/supplies in 2015-16 and 58% in 2016-17.
- N. Provide student enrollment, activity and success data using a tracking system selected for the CRAECP project.
- O. Provide the Grant Director with necessary data from student data systems for reporting information required by the grant in a timely and consistent manner as prescribed below:
 - 1. Prepare and submit **Activity Reports and Invoices** by the twentieth (20th) of the month following the end of each report Period. See reporting timeline:

Central Region Agricultural Education Career Pathways Project
Galt Union High School District / Central Region Agricultural Education Career Pathways Consortium
July 1, 2015 – June 30, 2018

| Report | Reporting Period | Report Due Date | Items Due |
|---------------|------------------------------|------------------------|--|
| 1 | December 2015 – January 2016 | February 20, 2016 | Invoices Only |
| 2 | February 2016 – March 2016 | April 20, 2016 | Invoices Draft 2015-16 Narrative Report |
| 3 | April 2016 – June 2016 | July 20, 2016 | <u>Final</u> 2015-16 Invoices/Narrative Report & Data |
| 4 | July 2016 – September 2016 | October 20, 2016 | Invoices Only |
| 5 | October 2016 – December 2016 | January 20, 2017 | Invoices Draft 2016-17 Narrative Report |
| 6 | January 2017 – March 2017 | April 20, 2017 | Invoices Only |
| 7 | April 2017 – June 2017 | July 20, 2017 | <u>Final</u> 2016-17 Invoices/Narrative Report & Data |
| 8 | July 2017 – December 2017 | January 20, 2018 | Draft 2017-18 Narrative Report |
| 9 | January 2018 – June 2018 | July 20, 2018 | <u>Final</u> 2017-18 Narrative Report & Data |

- P. Complete additional reporting requirements, as requested by the Consortium and/or funding agency during the project period;
- Q. Obtain advance authorization from the CRAECP Consortium Director for equipment purchases that are for single items that cost \$5,000 and above;
- R. Obtain advanced authorization from the CRAECP Consortium Director for Out-of-State travel.

III. Davis Senior High School / Davis Joint Unified School District will be responsible for the following program deliverables:

- A. Provide the Grant Director with necessary data based on the schedule found above, or more frequently as determined by the CCPT funding rules to report information required by the grant through June 30, 2018.
- B. Will provide access to student data of students enrolled in the Agriscience, Agricultural Mechanics, and Ornamental Horticulture career pathways that reflects evidence of

students involved in inter-curricular workplace learning as part of their educational program.

- C. Will guarantee that items purchased with CRAECP Consortium provided funds will be for the sole use of the Agriculture Department.

IV. MOU Financial Obligation:

The Galt Union High School District agrees to compensate **Davis Senior High School / Davis Joint Unified School District** as a member of the CRAECP Consortium, in the amount not to exceed the total allocation listed below.

TOTAL ALLOCATION **\$ 168,202.00** for career pathway development as follows:

| <u>Agriscience</u> | <u>Agricultural Mechanics</u> | <u>Ornamental Horticulture</u> | <u>TOTAL</u> |
|---------------------------|--------------------------------------|---------------------------------------|---------------------|
| 2015-16 | | | |
| <u>\$ 35,013.00</u> | <u>\$ 35,632.00</u> | <u>\$ 0.00</u> | <u>\$ 70,645.00</u> |
| 2016-17 | | | |
| <u>\$ 48,352.00</u> | <u>\$ 49,205.00</u> | <u>\$ 0.00</u> | <u>\$ 97,557.00</u> |

This compensation is for the completion of outlined services. Completion of activities will be confirmed by Galt Union High School District / Central Region Agricultural Education Career Pathways Consortium. Payment for activity completion will be made on a regular basis, (see chart above) in accordance with grant payments from the funding agency, and upon receipt of official invoices from **Davis Senior High School / Davis Joint Unified School District**.

Indirect Costs to Districts are not permitted by the CRAECP Consortium partners for purposes of this grant.

Galt Union High School District / Central Region Agricultural Education Career Pathways Consortium reserves the right to withhold and redirect funds from Davis Senior High School / Davis Joint Unified School District if work-plan activity is not fulfilled and/or invoicing is not complete and received as prescribed above. The final invoice should be received by July 20, 2017. Data reporting will continue through July 20, 2018.

V. TERMINATION

- A. This MOU will terminate at midnight on June 30, 2018
- B. Either party may terminate this agreement at any time prior to June 30, 2018 and for any reason upon giving **90 days** written notice to the Consortium LEA.
- C. If there is a termination of this agreement prior to June 30, 2018, all assets purchased utilizing CRAECPC funding will revert to the ownership of the consortium. Those assets will be redistributed to other participating Consortium partners utilizing a process developed by the Consortium Oversight Committee.

VI. Central Region Agricultural Education Career Pathways Consortium contact information:

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| Mark A. Anglin CRAECP Consortium Director P.O. Box 186 Galt, CA 95632 (209) 631-3504 manglin@calagteachers.org | Natalie Pacheco CRAECP Consortium Fiscal Clerk P.O. Box 186 Galt, CA 95362 (209) 744-1073 npacheco@guhsd.k12.ca.us | Corey Reihl Galt JU High School District CBO 12945 Marengo Road Galt, CA 95632 (209) 745-3094 creihl@guhsd.k12.ca.us |
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VII. Participating High School Information

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|--|---|---|
| William Brown Davis Senior High School Principal 315 West 14th Street Davis, CA 95616 530-757-5400 ext 103 wbrown@djud.net | Alex Hess Davis Senior High School Director, CTE 315 West 14th Street Davis, CA 95616 714-342-5872 ahess@djud.net | Ellie Michel Davis Senior High School Ag Department Chair 315 West 14th Street Davis, CA 95616 530-757-5400 ext. 207 emichel@djud.net |
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SIGNATURE PAGE

Galt Joint Union High School District

Dr. Elizabeth Kaufman
Superintendent
GJUHS District

Date

Central Region Agricultural Education Career Pathways Consortium

Mark A. Anglin
Director
CRAECP Consortium

Date

CRAECP Consortium – Partner

District/High School Authorized Signature
Title:
Davis Senior High School
Davis Joint Unified School District

Date