

K12 Strong Workforce Program  
A Memorandum of Understanding

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

**I. Background**

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

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

**II. Duration of Memorandum of Understanding**

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

**III. Amount Awarded**

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

**IV. Responsibilities of the Parties**

**District:**

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

**COUSD:**

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

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

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

V. **Additional Provisions**

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

Approved By

Azusa Unified School District

Charter Oak Unified School District

Norma Carvajal Camacho  
Print Name

Fayroze Mostafa, Ed.D.  
Print Name

Assistant Superintendent, Educational Services  
Title

Assistant Superintendent, Educational Services  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## K12 Strong Workforce Program

### Foothill Consortium

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

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

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