

## MEMORANDUM OF UNDERSTANDING-- NONCREDIT EDUCATION AGREEMENT

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

### 1. COLLEGE RESPONSIBILITIES

- a. The College shall be solely responsible for determining and administering the educational program offered by it pursuant to the Agreement, and for offering and/or canceling classes. All persons employed by the College shall be selected and hired solely by the College, shall be its employees exclusively and shall be subject solely to its direction, control, compensation, evaluation, and discharge. The College shall bear all liabilities and expenses imposed by law or contract incident to such employment, including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, if applicable, and tax withholdings.
- b. The College will name and provide a program coordinator/director that will serve as the contact to the District and work with the identified school administrator to ensure the program runs smoothly and all details are covered.
- c. The College will hire all instructors providing they meet the College minimum qualifications. All instructors will be paid by the College.
- d. The College will hire all substitutes providing they meet the College minimum qualifications for the subject they will substitute. All substitutes will be paid by the College.
- e. The College will provide a mandatory orientation meeting prior to the first day of instruction. Date and time to be arranged by the College in consultation with the District.
- f. The College shall provide the District with a complete accounting of the enrollment of persons attending classes. Classes must maintain a minimum enrollment of 25 students throughout the term. The College reserves the right to cancel a class or program in case of insufficient enrollment, or at the discretion of the College. Changes to the minimum enrollment for specific classes shall be by mutual written agreement and made a part of this MOU.
- g. The College will provide the District with all required documentation and forms; including, but not limited to, course outlines of record, applications, registration cards, attendance rosters, timecards and instructional sheets.

### 2. DISTRICT RESPONSIBILITIES

- a. The District will name a school administrator to serve as the contact to the College.
- b. When requested by the College, the District will provide the name of the class or a list of classes for the term being scheduled, including the requested number of sections, dates, hours and the subjects to be taught.
- c. The District will provide the College with a list of recommended instructor and substitute hires, including transcripts, credentials and TB results, for all District instructors who will be teaching in the noncredit program. It is imperative that instructors selected to teach can commit to the entire term of the class. Each instructor must be assigned to a specific section and each instructor and substitute must meet College minimum qualifications for that specific subject. Each instructor and substitute must complete the hiring process through the College Human Resource Office prior to the first day of instruction. Otherwise, the instructor or substitute will not be allowed to teach the class.

- d. Each District Administrator and all necessary support staff must attend a mandatory training session prior to the first day of instruction. Registration and attendance methods will be reviewed. The training session will be held on the Citrus College campus or via Zoom in the case of COVID 19 restrictions. The date and time of the orientation will be determined by the College in consultation with the District.
- e. Each District instructor being hired by the College, including the necessary support staff and administrator, must attend a mandatory orientation meeting prior to the first day of instruction. Registration and attendance methods will be reviewed. A review of the payroll process will also be included. The date and time of the orientation will be determined by the College in consultation with the District.
- f. Each District instructor must submit a course syllabus for the class he/she has been assigned. The syllabus must contain student learning outcomes. A template will be provided to all instructors at the mandatory orientation meeting. The HS Administrator will forward an electronic file of each course syllabus to the College Program Coordinator three (3) days prior to the first day of instruction. Failure to submit a course syllabus will result in the cancellation of the class.
- g. Minimum enrollment in each section is 25 students, excluding non-resident students. The District must maintain a class minimum of 25 resident students in each section. If the class minimum drops below this number, the instructor of the class must contact the District administrator who will then contact the program coordinator/director at the College. A decision will be made whether or not the class will continue in the College's sole discretion.
- h. The District will have each student complete a noncredit application online. All applications must be completed according to the timeline outlined under Section 3.
- i. The District will have each student complete a High School Student Registration Authorization Form using the fillable PDF provided by the College. The District must check and ensure the forms are accurate and complete, and include all required signatures. All documents must be submitted according to the timeline outlined under Section 3.
- j. The District will provide the College with a roster for each section that includes the class section number, student ID number, and student name. The College will use the roster to register students in the selected class(es). The District must check and ensure the rosters are accurate and complete, and include all required information. All documents must be submitted according to the timeline outlined under Section 3.
- k. The District must submit all changes to enrollment by the third day of instruction. Changes to enrollment must be submitted using the registration roster template outlined in Section 2.j.
- l. The District will allow access to all students who complete the required application and registration documentation needed to enroll in a noncredit class and will not impose any additional requirements and/or restrictions on enrollment.
- m. The District will allow the College and the Noncredit Counseling Coordinator to schedule a classroom visit for each section offered during the summer term. Classroom presentation will include a review of the assessment, orientation and advisement requirements of matriculation to the College, an overview of the College's certification programs, associate degree requirements, and transfer requirements, and a summary of support services available to students.
- n. The District will keep daily attendance for each section. Attendance sheets and grades must be submitted to the College within ten (10) calendar days of the final class meeting. Attendance sheets must be signed by the instructor and include all students in attendance, daily attendance hours and an attendance total for the

session. Accurate and neat records must be kept. The District must ensure the forms are accurate and correct prior to submitting them to the College. Instructors who do not submit attendance sheets and grades by the deadline will not be eligible for rehiring. The College reserves the right to reduce the final payment to the USD of the amount of revenue lost to the College if attendance rosters and/or grades are not submitted by the deadline.

- o. Student Registration Authorization Forms, registration, and/or attendance forms that are incomplete, missing information, contain inaccurate information, are unsigned, or illegible will be returned to the District for correction. The College will provide the District with an invoice identifying the additional hours needed to process incomplete, missing, inaccurate, unsigned and illegible forms at the conclusion of the term and will reduce the final payment by invoiced amount.
- p. The schedule must be created so all curriculum hours are met. The District must ensure all holidays and district closures are excluded from the schedule. Classes are required to meet on all scheduled days for the term. Changes to the schedule must be submitted and approved by the College five days (5) prior to the term start date.
- q. The District will ensure hours submitted on timecards reflect the actual hours worked per day.
- r. At the conclusion of the class, each instructor must input noncredit progress indicators and semester attendance hours into the College's data management system.
- s. All courses taught at the school sites must have a minimum of one student learning outcome assessed and documented. See Attachment A for sample of Citrus College Student Learning Outcomes and Assessment Report Form. This form will be made available electronically to the District. Student Learning Outcomes and Assessment Report Forms must be submitted to the College, with the attendance sheets, within ten (10) calendar days of the final class meeting.
- t. At the conclusion of the educational services rendered, the District shall send the College an invoice identifying the facilities, instructional materials, miscellaneous equipment and supplies, administrative, and clerical costs identified in Section 5 of this agreement. Such invoice shall be paid to the District by the College within sixty (60) days of receiving the invoice.

### 3. DATES FOR SUBMISSION OF ENROLLMENT DOCUMENTATION

January 1	Online noncredit application open
April 15	<b>DEADLINE</b> to submit teacher assignment and for new teachers to complete a Citrus College application online
May 6	<b>DEADLINE</b> for all online applications to be submitted
May 13	<b>DEADLINE</b> for students to complete High School Student Registration Authorization Form
May 24	<b>DEADLINE</b> for high school staff to complete registration roster template
June 1	Admissions and Records Office completes registration process, provides the Program Coordinator with enrollment numbers. The College will notify the District of class cancellations due to low enrollment (see Section 2.g. for minimum enrollment number)

#### 4. DATES, CLASSES AND RESPONSIBLE PERSONNEL

High School Term Dates	First Session: June 14 – July 1 (12 days) Second Session: July 5 – July 22 (12 days) No class on Mondays Time: 8:30am - 1:30pm
Total number of High School Sessions	66
Class Titles to be offered (Citrus COR)	<ol style="list-style-type: none"> <li>1. NC 210A Freshman English A (3 sections)</li> <li>2. NC 210B Freshman English B (3 sections)</li> <li>3. NC 211A Sophomore English A (3 sections)</li> <li>4. NC 211B Sophomore English B (3 sections)</li> <li>5. NC 212A Junior English A (3 section)</li> <li>6. NC 212B Junior English B (3 section)</li> <li>7. NC 214A US History A (3 section)</li> <li>8. NC 214B US History B (3 section)</li> <li>9. NC 215A World History A (3 section)</li> <li>10. NC 215B World History B (3 section)</li> <li>11. NC 218A Biology A (3 section)</li> <li>12. NC 218B Biology B (3 section)</li> <li>13. NC 220A Earth Science A (3 section)</li> <li>14. NC 220B Earth Science B (3 section)</li> <li>15. NC 221A Chemistry A (3 section)</li> <li>16. NC 221B Chemistry B (3 section)</li> <li>17. NC 226A Integrated Math IA (3 sections)</li> <li>18. NC 226B Integrated Math IB (3 sections)</li> <li>19. NC 227A Integrated Math IIA (3 sections)</li> <li>20. NC 227B Integrated Math IIB (3 sections)</li> <li>21. NC 228A Integrated Math IIIA (3 sections)</li> <li>22. NC 228B Integrated Math IIIB (3 section)</li> </ol>
Eight Grade Term Dates	June 14, 2022 – July 22, 2022 No class on Mondays Time: 8:30 – 12:00pm = NC 268 Time: 8:30 – 11:30 a.m. = NC 298 A and B
Total Number of Eight Grade Courses	9
Class Titles to be Offered (Citrus COR)	NC 268 Eight Math (3) – 80 hrs NC 298A Composition Fundamentals Reading and Study Skills (3) – 36 hrs NC 298B Composition Fundamentals: Critical Thinking and Writing (3) – 36 hrs
College Program Coordinator/Dean	Kimberly Matthews <a href="mailto:kmatthews@citruscollege.edu">kmatthews@citruscollege.edu</a> 626-852-6403
College Program Director	Ivon McCraven, Director of Continuing Education <a href="mailto:imccraven@citruscollege.edu">imccraven@citruscollege.edu</a> 626-852-8020
AUSD Administrator	Frank Chang, Director, College & Career Pathways <a href="mailto:fchang@azusa.org">fchang@azusa.org</a> 626-858-6195
High School Site Administrator	TBD, Summer School Principal
High School Administrative Assistant	Gina Rodriguez Maldonado, Secretary to Director <a href="mailto:gmaldonado@azusa.org">gmaldonado@azusa.org</a> 626-858-6196
Date, Time and Location of Faculty Orientation	Wednesday, May 4, 2022, 3:15 p.m. online

5. DISTRICT CHARGES BILLABLE TO COLLEGE PER AGREEMENT

Instructional Materials	\$25.00 per student, per class (~ 75 sections @ 25 students each)	\$46,875
Other Facilities	None	
Miscellaneous Equipment	None	
Administrative	TBD, Summer School Principal	Not to exceed \$7,500.00

Clerical	3 Secretary (5.5 hr/per day @ \$27.95/hr for 12 days, plus fringe	\$5,534.10
	5 Data Entry Clerks (5.5 hrs per day @ \$24.01/hr for 12 days, plus fringe )	\$7,923.30
	Estimated Total**	\$67,832.40

\*If time exceeds agreed upon hours, amount is pro-rated to the hours or fractional hours for which it is used.

\*\* Should the number of sections offered fluctuate due to an increase or decrease in enrollment, changes in faculty availability, or other causes; the administrative and clerical billable hours may be adjusted on a prorated basis.

This Memorandum of Understanding (MOU) is effective beginning May 19, 2022, and will expire on September 30, 2022.

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

AZUSA UNIFIED SCHOOL DISTRICT

\_\_\_\_\_ Date \_\_\_\_\_

Frank Chang, Director, College and Career Pathways

\_\_\_\_\_ Date \_\_\_\_\_

Dr. Dayna Mitchell, Assistant Superintendent, Educational Services

\_\_\_\_\_ Date \_\_\_\_\_

Latasha D. Jamal, Assistant Superintendent, Business Services

CITRUS COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_ Date \_\_\_\_\_

Kimberly Matthews, Dean, Career/Technical and Continuing Education

\_\_\_\_\_ Date \_\_\_\_\_

Dr. Joumana McGowan, Vice President, Academic Affairs

\_\_\_\_\_ Date \_\_\_\_\_

Claudette Dain, Vice President, Finance and Administrative Services