

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/dean that will serve as the contact to the District and work with the identified High School (HS) 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, attendance rosters, timecards and instructional sheets.

2. DISTRICT RESPONSIBILITIES

- a. The District will name a HS 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 the 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 HS 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 via zoom. The date and time of the orientation will be determined by the College in consultation with the

District.

- e. Each HS 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 HS 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/Director/Dean 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 20 resident students, excluding non-resident students. The District must maintain a class minimum of 20 resident students in each section. If the class minimum drops below this number, the instructor of the class must contact the HS administrator who will then contact the program coordinator/director/dean at the College. The College will make the exclusive decision as to 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 an online High School Student Registration Authorization Form. The College will provide the link to the form. 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 via Smartsheet 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 census date. The College will provide the District with census dates.
- 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 keep daily attendance for each section. Attendance sheets must be submitted to the College within seven (7) 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 September 30th will not be eligible for rehiring. The College may reduce the final payment to the District if attendance sheets and grades are not submitted by the September 30th deadline.
- n. Attendance forms that are incomplete, missing information, contain inaccurate information, are unsigned, or illegible will be returned to the District for correction.
- o. 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.
- p. The District will ensure hours submitted on timecards reflect the actual hours worked per day.

- q. At the conclusion of the class, each HS instructor must input noncredit progress indicators and semester attendance hours into the College's data management system.
- r. All courses taught at the high school 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 seven (7) calendar days of the final class meeting.
- s. At the conclusion of the educational services rendered, the District shall send the College an invoice identifying the instructional materials, 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	DEADLINE to submit teacher assignment and for new teachers to complete a Citrus College application online
May 2	DEADLINE for students' online applications to be submitted
May 12	DEADLINE for students to complete high school authorization forms online
May 23	Deadline for high school to complete registration roster template
June 3	Admissions and Records Office completes registration process, provides the Program Coordinator/Director/Dean 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	Session 1: 12 days total June 16-July 3 Session 2: 12 days total July 7-July 22 No Class June 19, 20 and July 4 Time: 8:30 a.m. – 1:30 p.m. (M-F)
Total number of sections	40
Class Titles to be offered (Citrus COR)	NC 210A Freshman English A (3 sections) NC 210B Freshman English B (3 sections) NC 211A Sophomore English A (2 sections) NC 211B Sophomore English B (2 sections) NC 212A Junior English A (1 section) NC 212B Junior English B (1 section) NC 214A US History A (2 sections) NC 214B US History (2 sections) NC 215A World History A (2 sections) NC 215B World History B (2 sections) NC 218A Biology A (2 sections) NC 218B Biology B (2 sections)

	NC 220A Earth Science A (1 section) NC 220B Earth Science B (1 section) NC 221A Chemistry A (1 section) NC 221B Chemistry B (1 section) NC 226A Integrated Math IA (3 sections) NC 226B Integrated Math IB (3 sections) NC 227A Integrated Math IIA (2 sections) NC 227B Integrated Math IIB (2 sections) NC 228A Integrated Math IIIA (1 section) NC 228B Integrated Math IIIB (1 section)
Director of Continuing Education	Ivon McCraven Director of Continuing Education imccraven@citruscollege.edu 626-852-8020
AUSD Administrator	Frank Chang, Director, College & Career Pathways fchang@azusa.org 626-858-6195
High School Site Administrator	Summer School Principal
High School Administrative Assistant	Gina Rodriguez Maldonado, Secretary to Director gmaldonado@azusa.org 626-858-6196
Date, Time and Location of Faculty Orientation	Wednesday, April 30, 2025, 3:15 p.m. Online

5. DISTRICT CHARGES BILLABLE TO COLLEGE PER AGREEMENT

Instructional Materials	\$25 per student, per class	
Administrative	Summer School Principal,	Not to exceed \$7,500
Clerical	3 Secretary (5.5 hrs/per day @ \$27.95/hr for 12 days plus fringe)	\$5,534.10
	5 Data Entry Clerks (5.5 hrs/day @ \$24.01/hr for 12 days, plus fringe)	\$7,923.30
	Total Admin/Classified**	

*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 under this agreement change significantly due to insufficient enrollment, unavailability of faculty, or other cause; the administrative and clerical billable charges may be adjusted.

This Memorandum of Understanding (MOU) is effective beginning May 20, 2025 and will expire on September 30, 2025.

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

CITRUS COMMUNITY COLLEGE
DISTRICT

_____ Date _____
Frank Chang, Director, College and Career
Pathways

_____ Date _____
Dana Hester, EdD
Vice President of Academic Affairs.

_____ Date _____
Norma Camacho, Assistant Superintendent,
Educational Services

_____ Date _____
Claudette Dain, Vice President, Finance and
Administrative Services

_____ Date _____
Latasha Jamal, Assistant Superintendent,
Business Services