



**CTE TEACH - CEO Site  
Memorandum of Understanding  
Between the  
Colton-Redlands-Yucaipa ROP  
And**

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This memorandum of understanding sets forth the terms of agreement between the Colton-Redlands-Yucaipa Regional Occupational Program (hereafter CRY-ROP) and

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Educational Agency (hereafter Participating Agency), with regards to participation in the CTE TEACH and CTE TEACH site program.

**I. Background**

The Colton-Redlands-Yucaipa Regional Occupational Program (CRY-ROP), in partnership with the California Department of Education (CDE), is offering selected CTE programs the opportunity to participate in the CTE TEACH Career Express Online (CEO) program.

In response to the competitive pressure and shift in responsibilities, the work of school leaders has dramatically changed. Some California districts offer some online courses. There are a handful of virtual schools, but they are limited by district and/or county boundaries. There are several proprietary online curriculum vendors, but very few offering Career Technical Education (CTE); none offering CTE aligned with California quality standards. In general, many students lack access to CTE in the brick and mortar classes, online access is even sparser. There is a need for all students to be provided opportunities to access online courses as well as CTE content throughout their K-12 experience. This project can enhance the personalized learning experiences offered through online delivery and can provide students with options to customize their education using digital content that has been vetted by statewide CTE experts and the California Department of Education (CDE).

Currently, there is a lack of quality of online CTE content that aligns to CTE Model Curriculum Standards, A-G authorizations, and articulated programs. The CTE Teach Career Express Online (CEO) project will jump start the needed improvements that support whole system and sustainable improvement.

**II. Purpose of 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 they relate to the implementation of the CTE TEACH- CEO program.

**III. Duration of Agreement**

The term of this agreement shall be from July 1, 2016 through and including June 30, 2017 unless modified or terminated in writing. The termination can be exercised by either party 30 days following written notice.

#### **IV. Program Description**

The CTE TEACH - CEO program, administered by CRY-ROP, will coordinate action of statewide partners to participate in curriculum development and strategies that frame, align, and guide the online program delivery at the state, regional, and local levels. Quality content, quality instruction, quality choices, assessment and accountability will be the project priorities.

The project will include the following:

- Development of online Career Technical Education (CTE) courses in emergent industry sectors that are aligned to the eleven high quality CTE indicators, California Education Code requirements, and the ten elements of high quality digital learning.
- Identification of transitions and program completion driven by subject matter competence not seat time and school days.
- Development of accountability by monitoring of learning objectives at the student level.
- Collecting and disseminating information on promising practices regarding online CTE training and education.
- Collecting and disseminating information on promising work-based learning options for online CTE programs.

Frameworks developed will:

- Promote innovation.
- Provide pre-and in-service preparation.
- Support student-centered learning.
- Support competency-based transitions.
- Encourage quality and accountability.
- Promote access to a high-quality education to gain the skills needed without the limitation of place or time.

#### **V. Special Provisions**

1. This agreement is entered into by the duly authorized officials of each respective party.
2. It is understood by both parties that each will fulfill its responsibility under the agreement 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 such provisions or operating procedures. If at any time either party is unable to perform its functions under this agreement the affected party shall immediately provide written notice to the other party to establish a date for mutual termination of the agreement.
3. This MOU constitutes the entire agreement hereto with respect to the subject matter hereof, and supersedes any prior understanding or written or oral agreements between the parties with respect to the subject matter of this MOU. No amendment, modification or alteration of the terms of the MOU shall be binding on either party unless submitted in writing, dated subsequent to the date of this MOU, and is duly executed by both parties.
4. Neither party may incur any debt, obligation, expense or liability of any kind of the other party without the other party's written approval.
5. This agreement may be amended by the mutual written consent of the parties here to.
6. During the term of this agreement and any extensions thereto, the Participating Agency assumes all liability arising from the use of the electronic equipment provided by CTE TEACH (if applicable) outside of any warranties provided the first year by CRY-ROP.

## **VI. Responsibilities of the Parties Under Agreement**

In consideration of the mutual aims and desires of the parties to this agreement and in recognition of the benefit to be derived from the effective implementation of the program, the parties agree that their responsibilities under this agreement shall be as follows:

### **A. CRY-ROP shall:**

1. Pay the Participating Agency for CTE TEACH services rendered and as specified, the total amount of \$\_\_\_\_\_ ( \_\_\_\_\_ hours at a rate of **\$50.00** per service hour) upon receipt of all fully completed CTE TEACH Quarterly Reports with accompanying invoices in the last fiscal quarter.
2. Pay the Participating Agency for CTE TEACH services rendered and as specified, up to the total amount of \$\_\_\_\_\_ for travel expenses incurred by Curriculum and Design Team participants for attendance of the five required face to face meetings upon receipt of all fully completed CTE TEACH travel expense report with accompanying documentation and invoices in the last fiscal quarter.
3. Furnish all information and forms necessary to the performance of this agreement.
4. Coordinate scheduling of meetings of Curriculum and Design Team participants.
5. Provide administrator support focusing on strategies and practices needed to implement the CTE TEACH - CEO program.
6. Monitor the performance of the Participating Agency in regards to responsibilities under this MOU and advise the Participating Agency of any and all concerns.

### **B. Participating Agency shall:**

1. Identify at least one Participating Agency administrator that will oversee the CTE TEACH -CEO program on site. Specific responsibilities include the following:
  - a. Submit fully completed Quarterly Reports with accompanying invoices. All sections of the Quarterly Reports must be completed, if applicable. The last Quarterly Report and any final invoices must be received no later than July 15, 2017. Note that no funds may be used for equipment, supplies or indirect costs. The reports are due no later than 30 days after the end of each quarter:
    - i. Quarter 1 ends September 30, 2016 - Report due by October 30, 2016
    - ii. Quarter 2 ends December 31, 2016 - Report due by January 30, 2017
    - iii. Quarter 3 ends March 31, 2017 - Report due by April 30, 2017
    - iv. Quarter 4 ends June 30, 2017 - Report due by July 15, 2017
  - b. Submit additional documentation and reports as required.
2. Identify at least one Curriculum and Design Team participant to complete the number of designated hours assigned in this MOU of CTE TEACH - CEO program work. The design team will write and develop three courses that can be delivered as online, or blended, that include industry-aligned curriculum, unit lessons, and online interactive content

and design for use by any California public school district. Course development priority sectors include Health, Information Communication Technology, and Manufacturing. The following tasks will be completed by June 30, 2017.

- a. Development of curriculum to include assessments of student mastery of competencies that includes explicit, measurable, transferable learning objectives-age appropriate for high school, and middle school, where applicable.
  - b. Development of timely, differentiated support protocols based on individual learning needs.
  - c. Development of learning outcomes that emphasize competencies that include application of knowledge, along with the development of key skills and dispositions necessary for success in the unique online learning environment.
  - d. Develop a formula/roadmap for future expansion and creation of online programs to include- linking course quality to student outcomes; use of open educational resources; professional development elements for first-time online or blended teachers; processes to choose the most appropriate LMS; organizing the challenge of student recruitment; supportive services unique to online learning; and evaluation of program and learning results.
  - e. Test courses developed on three different Learning Management Systems (LMS) to determine the one best LMS system to use for the courses developed.
3. Specific responsibilities to complete the above tasks include the following:
- a. Participate in monthly trainings and meetings in person and via video conferencing.
    - i. Five face to face meetings will be scheduled and five meetings utilizing a variety of technology.
    - ii. Participating agency must have technology infrastructure to participate in video conference sessions.
  - b. Work as part of the curriculum and design team to develop and assign tasks to meet the objectives of the project.
  - c. Complete assigned tasks and assignments in a timely manner.
  - d. Communicate with members of the team using a variety of technology including video conferencing, email, discussion boards, and cloud based applications.
  - e. Log their hours of work on the design team activity log.
  - f. Submit additional documentation and reports as required.
  - g. Coordinate and facilitate the sharing of resources and expertise.
  - h. Serve as a professional role model for colleagues and favorably represented site.

## **VII. Failure to Provide Satisfactory Service, Abandonment of Program, Cancellation of Agreement**

If, at any time during the performance of this agreement, CRY-ROP and the California Department of Education determines, at their discretion, that Participating Agency's services have become unsatisfactory, or if at any time during the performance of this agreement CRY-ROP determines, at its sole discretion, to suspend indefinitely work on CTE TEACH, CRY-ROP shall have the right to cancel this agreement regarding the Participating Agency's services related to CTE TEACH. In the event of such cancellation, CRY-ROP

shall give written notice to Participating Agency of its intention to cancel thirty (30) days in advance of the effective date of the cancellation.

If the cancellation is for unsatisfactory performance, CRY-ROP shall be obligated to pay Participating Agency only for those services deemed by CRY-ROP to be satisfactory as of the effective date of the cancellation or termination. If the cancellation is the result of CRY-ROP's decision to suspend indefinitely or abandon the work under this agreement, CRY-ROP shall be obligated to pay Participating Agency only for those services performed by Participating Agency through the effective date of cancellation or termination.

**Approved By:**

Participating Agency Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: CA Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Agency: Colton-Redlands-Yucaipa ROP**

Name: Stephanie Houston

Title: Superintendent

Signature \_\_\_\_\_

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

**Mail the MOU with original signatures to:**

**Colton-Redlands-Yucaipa ROP**

**Attention: Project Coordinator**

**PO Box 8640**

**Redlands, CA 92375-8640**

**This MOU must be printed and signed by the superintendent/ designee and submitted to the appropriate governing body for consideration.**