



Locally Funded California Charter School
RIVERSIDE PREPARATORY SCHOOL
19175 Third Street / 19900 National Trails Highway, Oro Grande, CA

Meeting to be held at Oro Grande Conference Center
19900 National Trails Hwy., Oro Grande, CA 92368

REGULAR BOARD MEETING AGENDA
April 7, 2021

Immediately following the Oro Grande Elementary School District regular board meeting

1.0 CALL TO ORDER

2.0 COMMENTS FROM ATTENDING PUBLIC

This is an opportunity for citizens to address the school board on any item that is on the agenda and other school related matters, or suggest topics for future agendas. With regards to items not on the agenda, the Board cannot discuss or take action per state law.

Speakers who wish to address the Board must fill out and return a Speaker's Card prior to the beginning of the meeting. Speakers shall limit their comments to three minutes or less. Charges or complaints against employees should be submitted first to the Superintendent and then to the Governing Board under the provisions of the Governing Board Policy (BP 1312.1 Complaints Concerning School Employees). Speakers are cautioned that under California Law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

Should the need arise to move this meeting to a virtual platform (Executive Order N-29-20) please email maggie_franco@orogrande.org for more information.

PLEASE LIMIT COMMENTS TO THREE MINUTES PER INDIVIDUAL. TOTAL TIME FOR PUBLIC INPUT ON EACH ITEM IS LIMITED TO 12 MINUTES.

3.0 CONSENT ITEMS

- 3.1** Approves Minutes of March 3, 2021 regular board meeting.
- 3.2** Approve RPS April's Personnel Report.
- 3.3** Approve the change of funding from local to direct funded for Riverside Preparatory School (charter) for the 2021-2022 school year.
- 3.4** Approve/adopt the course name Emergent Bilingual Development to replace English Language Development and reflect the district's asset-based mindset.
- 3.5** Approve entering into a Memorandum of Understanding with Brandman University to provide concurrent enrollment for students not to exceed

\$65,000 for tuition, fees, and instructional materials in support of Goal 4 of LCAP..

- 3.6** Approve entering into a Memorandum of Understanding with Victor Valley College to provide concurrent enrollment for students not to exceed \$5,000 to cover instructional materials in support of Goal 4 of LCAP.

Motion _____ Second _____ Vote _____

** Consent Items may be moved to the Action Items **5.4** for separate action and discussion at the request of the Board of Trustees.

4.0 2021-2022 ENROLLMENT LOTTERY

The Board of Directors will conduct an enrollment lottery for grades 1st through 12th for Riverside Preparatory School – school year 2021-2022. Parent/Legal Guardian attendance during lottery is not mandatory. Invitations to attend Riverside Preparatory School will begin over summer. Parent/Legal Guardians are encouraged to make sure to keep their contact information updated with the enrollment office.

5.0 ACTION ITEM(s) (As required by law or requested by the Board of Directors)

- 5.1** The Board of Directors will consider approving the following new courses beginning in the 2021-22 school year: Dance and Ethnic Studies.

Motion _____ Second _____ Vote _____

- 5.2** The Board of Directors will consider approving the following positions and job descriptions: Assistant Director of Instructional Programs, Manager II - College and Career Support Specialist, Reading Support Teacher and Administrative Assistant IV - District Office.

Motion _____ Second _____ Vote _____

- 5.3** The Board of Directors will consider approving adjustments to the following salary schedules as presented effective July 1, 2021:

5.3.1 Classified Hourly

5.3.2 Classified Management

Motion _____ Second _____ Vote _____

- 5.4** Reserved for any item a board member/director requests to be moved to Action Item from the Consent Items listed above.

6.0 FUTURE BUSINESS

- 6.1** The next board meeting of the Riverside Preparatory School Board of Directors will be held on May 5, 2021 immediately following the Oro Grande School District regular board meeting at the Oro Grande School District – Conference Center, 19900 National Trails Hwy., Oro Grande, CA 92368 or via

Zoom if needed.

7.0 ADJOURNMENT

7.1 Time _____

Motion _____ Second _____ Vote _____

Date Posted: April 2, 2021

"Public records related to the public session agenda, that are distributed to the Governing Board less than 72 hours before a regular meeting, may be inspected by the public at Oro Grande School District, 19900 National Trails Hwy., Oro Grande, CA 92368, during regular business hours (7:00 a.m. to 4:00 p.m.)." For more information contact Maggie Franco at (760) 243-5884 x-123.

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RIVERSIDE PREPARATORY SCHOOL
19175 Third Street / 19900 National Trails Highway, Oro Grande, CA

***Meeting was held at Oro Grande Conference Center
19900 National Trails Hwy., Oro Grande, CA 92368***

REGULAR BOARD MEETING MINUTES
March 3, 2021

1.0 CALL TO ORDER

Board President, Mrs. Marlene Henry called the meeting to order at 8:21 p.m.

MEMBERS PRESENT:

*Mrs. Marlene Henry, President
Mrs. Edna Rodriguez, Member
Mrs. Paula Ramirez, Clerk*

OTHERS PRESENT:

<i>Dr. Heather Griggs</i>	<i>Dr. Kimberly MacKinney</i>
<i>Mr. Terry Colvin</i>	<i>Mr. Bill Flynn</i>
<i>Mrs. Maggie Franco</i>	<i>Mr. Shawn Bell</i>
<i>Mrs. Cyndi Reeves</i>	<i>Dr. Minda Stackelhouse</i>
<i>Ms. Cynthia Simonian</i>	<i>Mrs. Heather Vennes</i>
<i>Ms. Julie Gonzales</i>	<i>Mr. Kevin Trudgeon</i>
<i>Mrs. Kyla Rivera</i>	

2.0 HEARING FROM THE AUDIENCE ON CLOSED SESSION ITEMS

There were no comments.

3.0 CLOSED SESSION

Pursuant to Government Code Section 54957 et seq., the Board of Trustees may adjourn to Closed Session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or the acquisition of land or facilities. The Board will adjourn to Closed Session to discuss and may take action on the following closed session items:

**3.1 Public Employee Assignment / Discipline/ Dismissal/Release
/Reassignment/ Transfer for Employee – Government Code section
54957; Ed Code 44932(a); Section (a), Section (c), and Section (g)**

3.1.1 Employee #1599

3.1.2 Employee #1453

3.1.3 Employee #604

3.1.4 Employee #1213

Motion was made by Mrs. Edna Rodriguez and seconded by Mrs. Paula Ramirez to adjourn into Closed Session at 8:21 p.m. Motion carried 3-0.

Ayes: Mrs. Marlene Henry, Mrs. Paula Ramirez, and Mrs. Edna Rodriguez

4.0 RECONVENE IN OPEN SESSION AT APPROXIMATELY 7:00 P.M.

Motion was made by Mrs. Paula Ramirez and seconded by Mrs. Paula Ramirez to adjourn back into Open Session at 8:54 p.m. Motion carried 3-0.

Ayes: Mrs. Marlene Henry, Mrs. Paula Ramirez, and Mrs. Edna Rodriguez

5.0 REPORTING OUT OF CLOSED SESSION ACTION

Board President, Mrs. Marlene Henry stated that there was nothing to report out of Closed Session.

6.0 COMMENTS FROM ATTENDING PUBLIC

There was one (1) comment card received from Ms. Cynthia Simonian. Ms. Simonian addressed the board with concerns regarding Action Item 8.1 and asked that they reconsider and not approve such item.

7.0 CONSENT ITEMS

7.1 *Approves Minutes of February 3, 2021 regular board meeting.*

7.2 *Approve RPS March's Personnel Report.*

Motion was made by Mrs. Edna Rodriguez and seconded by Mrs. Marlene Henry to approve Consent Items as presented. Motion carried 3-0.

Ayes: Mrs. Marlene Henry, Mrs. Paula Ramirez, and Mrs. Edna Rodriguez

8.0 ACTION ITEM(s) (As required by law or requested by the Board of Directors)

8.1 *The Board of Directors will consider approving/adopting Resolution No. 01-2020/2021, Resolution to Reduce or Discontinue Particular Kinds of Certificated Services.*

Motion was made by Mrs. Edna Rodriguez and seconded by Mrs. Marlene Henry to approve Action Item 8.1. Motion carried 2-0-1.

Ayes: Mrs. Marlene Henry and Mrs. Edna Rodriguez

Abstain: Mrs. Paula Ramirez

8.2 *The Board of Directors will consider approving the following employees for non-renewal of employment:*

8.2.1 *Employee #1599*

8.2.2 *Employee #1453*

8.2.3 *Employee #604*

8.2.4 *Employee #1213*

Motion was made by Mrs. Edna Rodriguez and seconded by Mrs. Marlene Henry to approve Action Item 8.2. Motion carried 2-0-1.

Ayes: Mrs. Marlene Henry and Mrs. Edna Rodriguez

Abstain: Mrs. Paula Ramirez

- 8.3** *The Board of Director will consider approving the Second Interim Financial Report and adopting a Positive Certification indicating Riverside Preparatory School is able to meet its financial obligations for the 2020/2021, 2021/2022 and 2022/2023 school years.*

Motion was made by Mrs. Marlene Henry and seconded by Mrs. Edna Rodriguez to approve Action Item 8.3. Motion carried 3-0.

Ayes: Mrs. Marlene Henry, Mrs. Paula Ramirez, and Mrs. Edna Rodriguez

- 8.4** *The Board of Directors will consider approving the acceleration of Riverside Prep. Elementary School student #7598 from TK to Kindergarten for the 2020-2021 school year.*

Motion was made by Mrs. Marlene Henry and seconded by Mrs. Edna Rodriguez to approve Action Item 8.4. Motion carried 3-0.

Ayes: Mrs. Marlene Henry, Mrs. Paula Ramirez, and Mrs. Edna Rodriguez

- 8.5** *The Board of Directors will consider approving a 5% increase effective July 1, 2021 for all Classified and Certificated salary schedules.*

Motion was made by Mrs. Edna Rodriguez and seconded by Mrs. Paula Ramirez to approve Action Item 8.5. Motion carried 3-0.

Ayes: Mrs. Marlene Henry, Mrs. Paula Ramirez, and Mrs. Edna Rodriguez

- 8.6** *The Board of Directors will consider approving increases to Health and Welfare Charter Contribution CAPs for Certificated and Classified employees effective July 1, 2021 as follows: Regular Full-Time Employees from \$875 per month to \$1,000 per month, Regular Part-Time Employees from \$230 per month to \$300 per month.*

Motion was made by Mrs. Marlene Henry and seconded by Mrs. Edna Rodriguez to approve Action Item 8.6. Motion carried 3-0.

Ayes: Mrs. Marlene Henry, Mrs. Paula Ramirez, and Mrs. Edna Rodriguez

8.7 *No items.*

9.0 *FUTURE BUSINESS*

9.1 *The next board meeting of the Riverside Preparatory School Board of Directors will be held on April 7, 2021 immediately following the Oro Grande School District regular board meeting at the Oro Grande School District – Conference Center, 19900 National Trails Hwy., Oro Grande, CA 92368 or via Zoom if needed.*

10.0 *ADJOURNMENT*

10.1 *There being no further business, motion was made by Mrs. Paula Ramirez and seconded by Mrs. Edna Rodriguez to adjourn meeting at 9:02 p.m. Motion carried 3-0.*

Date Approved

Clerk/Secretary to the Board



Oro Grande School District

Heather Griggs, Ed.D.
Superintendent

April 8, 2021

San Bernardino County Office of Education
601 North E St.
San Bernardino, CA 92415-0020

San Bernardino County Office of Education Fiscal Services;

Pursuant to Education Code (EC) Section 47605(k)(1), Riverside Preparatory School (CDS Code : 36 67827 0113928, Charter #855) is electing to receive its funding directly, in lieu of having it disbursed through the local educational agency, Oro Grande Elementary School District. Both Riverside Preparatory and Oro Grande Elementary School District wish to continue to have all funds deposited into Fund 08 under Oro Grande Elementary School District.

We are informing the San Bernardino County Office of Education of our request for this funding change to occur for the 2021-2022 school year. We are requesting that this apply to all funding that the charter school is eligible to receive.

Respectfully,

Mr. Eugene Titus
Secondary Principal
Riverside Preparatory School
(760) 243-4136 Ext. 402

William Flynn
Assistant Superintendent Business Services
Oro Grande Elementary School District
(760) 243-5884 ext. 189

PO BOX 386 / 19900 National Trails Hwy., Oro Grande, California 92368 (760) 243-5884

BOARD OF EDUCATION

Marlene Henry, President • Edna Rodriguez, Clerk • Paula Ramirez, Member

Memorandum of Understanding for Dual Enrollment and Credit

This Memorandum of Understanding is between Oro Grande School District (Oro Grande) and Brandman University (University) for dual enrollment classes resulting in dual credit through Oro Grande's Riverside Preparatory High School and Brandman University.

This Memorandum of Understanding (MOU) establishes a partnership between Oro Grande and the University. Oro Grande and the University wish to enter into an agreement, regarding the terms discussed below. This MOU shall be effective when both parties have signed it and continues through August 1, 2022. Oro Grande students will be enrolled, as noted below, in University courses during the 2021-22 academic year. Prior to that time, parties will work together on provisions such as eligibility, orientation requirements, etc., as further detailed below.

1.0 MISSION

- 1.1 Together, the parties enter into this Memorandum of Understanding to mutually promote dual High School and College enrollment and credit opportunities for eligible Oro Grande students.

2.0 COURSES AND TUITION

- 2.1 The Dual Enrollment/Dual Credit program allows eligible Oro Grande 11th and 12th grade, *Non-Degree Seeking* students to enroll in the following University courses during the 2021-22 academic year:

- 11th grade:
 - Fall: HISU 103 – US History Survey II
 - Spring: ENGU 103 – Writing and Rhetoric
- 12th grade:
 - Fall: POSU 110 – Introduction to American Politics
 - Spring: ECNU 201 – Principles of Macroeconomics
- 11th and 12th grade combo:
 - Spring: ESCU 101 – Introduction to Environmental Science

Note: Course selection may be modified at the mutual agreement of both parties.

- 2.2 Oro Grande students enrolling in the Oro Grande/University designated courses and successfully completing the course, will receive credit for those courses at the University and at Oro Grande; however, it is not designed to serve as formal admission into the University or any other post-secondary institution. *Acceptance of these courses for transfer to other institutions is solely at the discretion of the receiving institution.*

- 2.3 University will provide the stated courses in a fully online delivery mode taught by a University faculty member or adjunct. Oro Grande students will be enrolled as a cohort and will move through the courses together in a prescribed order. At a minimum, Oro Grande will provide a required once per week cohort session, in-person or virtually, for students to meet with their Oro Grande course facilitator.
 - 2.4 Tuition is paid by Oro Grande. The cost is \$11,000 (minimum of 9 and maximum of 25 students) per course. Courses are fully online and asynchronous. Enrollment per course section is 25 students. Multiple sections of a course may be opened at the determination of the University.
 - 2.5 University will make every attempt to assign a faculty member or adjunct who is able to hold a weekly 1-hour synchronous session to review content during the cohort's class time. If this is not possible, the synchronous sessions will be held one evening per week.
 - 2.6 Textbook costs and other course materials are in addition to tuition and will be paid by Oro Grande.
 - 2.7 Oro Grande shall propose student eligibility for registration into the dual enrollment/dual credit program. Eligibility standards must be approved by the University; however, Oro Grande will administer the eligibility determinations and keep records documenting the same. It is expected that Oro Grande students will be eligible for enrollment into this dual credit program only if they have and maintain a GPA of 3.0 or have a GPA of 2.5 or higher and are recommended by their Oro Grande advisor. If a student is underperforming, the University will recommend that they drop the course within the drop period so they are not adversely affected. Students who do not complete any work by the end of week 3 in a 12-week course or by the end of week 2 in an 8-week course, will be dropped by the University for non-attendance.
- 3.0 RESOURCES
- 3.1 Oro Grande will provide the following resources:
 - 3.1.1 Oro Grande will recommend one 11th grade facilitator and one 12th grade facilitator to be vetted by the University and, if approved by the University, to provide advising, coaching and mentoring to Oro Grande students enrolled in University courses. The University shall hire and pay the facilitator. The facilitator will be entered in the course as a teaching assistant. Facilitator will have access to course only to be able to provide counseling and coaching to students and not to provide any instruction or grading. Facilitator will be required to complete University compliance and other trainings prior to being accepted by University as the Oro Grande Facilitator.

- 3.1.2 Set up information sessions for students and their families, prior to registration, if requested
 - 3.1.3 Provide a date for an in-person or virtual student orientation meeting with University staff
 - 3.1.4 Provide educational plans for each participating student
 - 3.1.5 Provide the data required for registration of each Oro Grande student
 - 3.1.6 Pay the University textbook costs per student or provide all textbooks required through ordering processes outside the University bookstore resource
 - 3.1.7 Provide University with the Oro Grande logo to be used only for University-Oro Grande landing pages and other collateral as will be used for informational purposes by the University and/or Oro Grande within the purposes of this MOU
- 3.2 University will provide the following resources:
- 3.2.1 University will assign and compensate a fulltime faculty member or adjunct to teach each course
 - 3.2.2 Register each eligible Oro Grande student and provide University student credentials to each registered student allowing the student to access online courses, libraries and other University non-admitted student resources
 - 3.2.3 Lead an in-person or virtual student orientation session
 - 3.2.4 Host student activation sessions either in-person or virtually. These sessions include account activation, University student email set up and logging into Blackboard
 - 3.2.5 Provide Oro Grande with the University logo to be used only for University-Oro landing pages and other collateral as will be used for informational purposes by University and/or Oro Grande within the purposes of this MOU

4.0 CONFIDENTIALITY

All college coursework is governed by the Family Education Rights and Privacy Act (FERPA) which allows release of academic information, including grades, to the student only regardless of age. Academic information is not released to parents or third parties without the written consent of the student. However, in this situation where the student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information about that student.

5.0 INDEMNIFICATION

Each party shall indemnify, defend and hold, its trustees, agents, employees, administrators, successors and assigns, harmless, from and against any and all claims, liability, loss, damages, demands, costs, and/or expenses, including reasonable attorneys' fees and costs, arising out of or in connection with that party's sole negligence or willful misconduct and arising out of this Agreement.

6.0 ADDITIONAL PROVISIONS

6.1 This MOU may be amended by mutual written agreement of both parties. University and Oro Grande reserve the right to terminate this MOU upon service of written notice to the other party 30 days prior to the date of termination. Any University dual enrollment course currently in session at the time of notice of termination shall run through course conclusion and all tuition shall remain due. No course will be initiated following receipt of written notice of termination.

6.2 Dual Enrollment High School students are required to adhere to the University policies including, but not limited to, academic integrity.

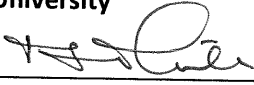
7.0 ARBITRATION

All disputes, controversies or claims between the parties that arise out of, or relate to this Agreement, including any dispute as to the existence, construction, validity, interpretation, enforceability or breach of this Agreement and any statutory based disputes (the "Dispute"), will be submitted to, and settled by binding arbitration as described below. Any party who fails or refuses to submit to arbitration following a lawful demand by any other party will bear all costs and expenses incurred by such other party in compelling arbitration of any Dispute. Arbitration proceedings will be administered by JAMS, Inc. (formerly, Judicial Arbitration and Mediation Services, Inc.). Arbitration will be conducted in accordance with the then existing JAMS, Inc. Comprehensive Arbitration Rules and Procedures, including its Expedited Procedures, and the arbitrator(s) will be selected in accordance with said rules. The arbitrator will have authority to determine whether the dispute is arbitrable. The arbitration will be conducted at a location in Orange

Date: 3/2/21

County, California selected by the arbitrator(s) in consultation with the parties. All statutes of limitation in the State of California applicable to any Dispute will apply to any arbitration proceeding. Judgment upon any award rendered in arbitration may be entered in any court having jurisdiction. Except as expressly set forth herein, the arbitrator's award will be final. No appeals shall be taken of the arbitrator's award (or absence of an award).

Brandman University

Signature: 
Name: Phillip L. Doolittle
Title: Executive Vice Chancellor/CFO
Date: 3/4/2021

Oro Grande School District

Signature: _____
Name: _____
Title: _____
Date: _____

Oro Grande School District AND Victor Valley College

Memorandum of Understanding: College and Careers Access Pathways (CCAP) Partnership Agreement
July 1, 2021-June 30, 2024

This is a College and Career Access Pathways Partnership Agreement (CCAP) hereinafter known as "Agreement" between Victor Valley Community College District (VVC) hereinafter known as "COLLEGE" and Oro Grande School District (OGSD) hereinafter known as "SCHOOL DISTRICT" and

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities with the Victor Valley Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, COLLEGE AND SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288 and AB 30, for high school students "who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness." Sec.2 (a) AB 288

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and COLLEGE; and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the Agreement using the Appendix for purposes addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and

WHEREAS, the Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy cases, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for 3 years beginning on July 1, 2021 and ending on June 30, 2024, unless otherwise terminated.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the COLLEGE for those students; the scope, nature, time, location, and listing of community college course to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c) (1)
- 1.2 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. (c)(2)
- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)

2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS

- 2.1 CCAP Agreement Courses – Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved.
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1(d)
- 2.3 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility – students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and

“underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment – Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and COLLEGE standards and policies.
- 3.3 College Admission and Registration – Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and VVC policy.
- 3.4 Student Records – It is the responsibility for the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment – A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program.
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day – The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.
- 3.9 District will provide a three-year proposal for courses it desires to offer each semester during the six semesters. District may ask for additional courses but it must do so in writing to the Dual Enrollment Coordinator no later than ninety days prior to the start of the semester.
- 3.10 Minimum Course Enrollment - The SCHOOL DISTRICT shall enroll a minimum of 25 students per course. The COLLEGE shall reserve the right to allow lower course enrollment due to special circumstances.

4. COLLEGE APPLICATION PROCEDURE

4.1 The COLLEGE will be responsible for processing student applications.

4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.

4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and required by COLLEGE.

5. PARTICIPATING STUDENTS

5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f) (q). The governing board of a community district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76104, 76223, 76300, 76350, and 79121.

5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Required textbooks may be purchased by SCHOOL DISTRICT from a vendor of their choosing.

5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring.)

5.4 Units completed by a pupil pursuant to a CCAP Agreement, may count toward determining a pupil's registration priority for enrollment and course registration at the COLLEGE.

6. CCAP AGREEMENT COURSES

6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o) (1).

6.2 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.

6.3 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c) (1).

6.4 Course offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.

6.5 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with VVC academic

standards and the Course Outline of Record (COR).

- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designation, course descriptions, numbers, titles, and credits. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.7 Instructors teaching courses offered by SCHOOL DISTRICT as part of this CCAP Agreement are/ will be considered college employees while teaching college courses and must complete an approved Instructional Services Agreement as required by VVC Business Procedure.
- 6.8 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and that of SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.9 A student's withdrawal prior to the completion of a course offered as part of this Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.10 Classroom management and evaluation of students enrolled in courses offered as part of this agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.11 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.12 This CCAP Agreement certifies that any remedial course taught by community college faculty at a participating high school campus shall be offered only to high school students who do not meet their grade level standard in math, English or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Any new courses must be approved in accordance with COLLEGE requirements, including approval by the COLLEGE Curriculum Committee.
- 6.13 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally.

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE course offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California Community College as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.

- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(2)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2(m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach COLLEGE course shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.7 Faculty provided by the SCHOOL DISTRICT will participate in professional activities sponsored by the COLLEGE as required by the terms and conditions of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not be limited to the following: address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to approval of VVC.
- 7.9 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of VVC, specifically with regard to their duties as instructors.
- 7.10 The SCHOOL DISTRICT shall certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 8. ASSESSMENT OF LEARNING AND CONDUCT**
- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

8.2 Students enrolled in COLLEGE courses offered, as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE Campus.

8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with VVC policies and standards. Sec. 2 (c)(2)

9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c) (2).

9.3 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of the SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.

9.4 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Section. 2 (t)(1)(A-D)

- The total number of high school students by high school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal laws. Sec 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2(t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2(t)(1)(D)

10. APPORTIONMENT

10.1 VVC shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.

- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. (o)(2)
- 10.3 VVC shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance for apportionment. Sec. (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to the Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Standard FTES computation rules, support documentation, course selection tabulations, and record retention requirements continue to apply, including as prescribed by Cal. Code Regs. and Title 5.

11. COMPLIANCE

- 11.1 The SCHOOL DISTRICT agrees to provide a district administrator to participate in the Victor Valley College CCAP Advisory Committee and to provide the college with a yearly report providing detailed information on compliance with the requirements of this agreement.
- 11.2 The SCHOOL DISTRICT agrees that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through sources.
- 11.3 VVC agrees that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.4 The SCHOOL DISTRICT agrees and acknowledges that VVC will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under the CCAP Agreement.
- 11.5 This CCAP Agreement requires that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.6 This CCAP Agreement requires that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2(j)
- 11.7 The COLLEGE agrees that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
 - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)

- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4 and that students participating in this Agreement will not lead displacement of otherwise eligible adults the COLLEGE. Sed. 2(k)(3)

12. PROGRAM IMPROVEMENT

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. CCAP AGREEMENT DATA MATCH AND REPORTING

14.1 COLLEGE and SCHOOL DISTRICT shall ensure operation protocols consistent with the collection of participating student data and the timely submission of the data.

14.2 COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community College.

15. PRIVACY OF STUDENT RECORDS

15.1 COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course(s) and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy ACT (FERPA) 20 U.S.C. § 1232g; 34 C.F.R Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076. COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

15.2 Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

15.3 Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

16. REIMBURSEMENT

16.1 The SCHOOL DISTRICT shall invoice the COLLEGE at the end of each semester for the use of instructional space and instructional services rendered per course unit at the rate of \$500.00 per unit. Example: One three-unit course = \$1,500.00 payable from the COLLEGE to the SCHOOL DISTRICT.

17. FACILITIES

17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises, SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

17.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered a part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

17.3 The COLLEGE facilities may be used subject to mutual agreement by the parties as expressed in the Appendix to this Agreement

18. INDEMNIFICATION

18.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgements, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

18.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officer, employee, administrators, independent contractors, subcontractors, agents and other representative from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgements, arising out of COLLEGE's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of COLLEGE its officers, employees, independent contractors, subcontractors,

subcontractors, agents and other representatives.

19. INSURANCE

19.1 The SCHOOL DISTRICT, in order to protect COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the state of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purpose of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for process, investigation, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE, its directors, officers, agents, and employees from any liability, resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

20. NON-DISCRIMINATION

20.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

21. TERMINATION

21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and the scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1st for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in the CCAP Agreement.

21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this agreement.

22. MODIFICATION AND AMENDMENT

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

23.1 This Agreement shall be interpreted according to the laws of the state of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1 For locations outside the geographical boundaries of COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 5300 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Signed: _____
Superintendent, School District

Date: _____

Signed:  _____
Superintendent/President, Victor Valley College

Date:  _____

APPENDIX: COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT

1.0 COLLEGE AND SCHOOL DISTRICT INFORMATION

1.1 COLLEGE AND SCHOOL DISTRICT POINT OF CONTACT

<u>College/District</u>	<u>Name</u>	<u>Telephone</u>	<u>Email</u>
Victor Valley College	Chris Piercy	(760) 559-6991	Chris.Piercy@vvc.edu
Oro Grande SD	Minda Stackelhouse	(760) 686-5251	Minda.stackelhouse@orogrande.org

PROGRAM YEAR: 2021/2024

COLLEGE: Victor Valley College

1.2 APPROVED CCAP COURSES

The COLLEGE and the SCHOOL DISTRICT agree to the following courses being approved and available to participating schools as part of their CCAP offering. Availability may be limited due to the ability of the COLLEGE to staff the requested course. **No course will be offered during the duration of this MOU that is not on this approved list.**

VVC APPROVED CCAP COURSES 2021-24				
	SUBJECT	COURSE	UNIT	DESCRIPTION
1	AGNR	60	1.0-4.0	HORTICULTURE LABORATORY
2	AGNR	74A	1	SUSTAINABLE COMMUNITY LEADERSHIP
3	AGNR	74B	1	BIODIVERSITY MANAGEMENT & TECHNOLOGY
4	AGNR	74D	1	HABITAT RESTORATION
5	AGNR	121	3	INTRODUCTION TO ENVIROMENTAL HORTICULTURE
6	AGNR	122	3	PLANT PROAGATION AND GREENHOUSE PRODUCTION
7	AGNR	123	3	INTRODUCTION TO PLANT SCIENCE
8	AGNR	131	4	INTRODUCTION TO SOIL SCIENCE
9	AGNR	141	3	PLANT MATERIAL AND USAGE
10	AGNR	170	4	ENVIROMENTAL SCIENCE AND SUSTAINABILITY
11	AGNR	172	3	NAT RES REMOTE SENSING AND GEOGRAPHIC INF SYST (GIS)
12	AGNR	173	3	WATERSHED MANAGEMENT AND RESTORATION
13	AGNR	175	3	SUSTAINABLE AGRICULTURE, ENVIROMENT, AND SOCIETY
14	ANIM	50	3	PRINCIPLES OF ANIMATION IN MAYA
15	ANIM	160	3	3D MAX FUNDAMENTALS
16	ANTH	101	3	INTRODUCTION TO PHYSICAL ANTHROPOLOGY
17	ART	101	3	SURVEY OF ART HISTORY-PREHISTORIC TO MEDIEVAL
18	ART	102	3	SURVEY OF ART HISTORY-RENAISSANCE TO CONTEMPORARY
19	ART	104	3	FILM AS AN ART FORM
20	ART	105	3	INTRODUCTION TO ART
21	ART	125	3	DRAWING 1
22	ASL	122	4	AMERICAN SIGN LANGUAGE 1

23	ASL	123	4	AMERICAN SIGN LANGUAGE 2
24	ASL	124	4	AMERICAN SIGN LANGUAGE 3
25	ASL	125	4	AMERICAN SIGN LANGUAGE 4
26	ASTR	101	3	DESCRIPTIVE ASTRONOMY
27	AUTO	58	2	LUBRICATION TECHNICIAN
28	AUTO	59	3	AUTOMOTIVE TIRE TECHNICIAN
29	AUTO	77.3	2	AUTOMOTIVE WORKPLACE PROFESSIONALISM
30	AUTO	89.3	4	INTRO TO HYBRID, ELECTRIC VEHIC AND PROPULSION VEHIC TECH
31	AVA	50	4	AVIATION TECHNOLOGY SURVEY
32	AVA	50B	4	AIRCRAFT METALLIC FABRICATION
33	BADM	100	2	INTRODUCTIONS TO BUSINESS ORGANIZATIONS
34	BADM	109	3	HUMAN RESOURCE MANAGEMENT
35	BADM	112	3	INTRODUCTION TO MARKETING
36	BADM	118	3	BUSINESS LAW
37	BIOL	100	4	GENERAL BIOLOGY
38	BIOL	107	4	INTRODUCTION TO HUMAN BIOLOGY
39	CHDV	100	3	CHILD GROWTH AND DEVELOPMENT
40	CHDV	106	3	CHILD, FAMILY, AND COMMUNITY
41	CHEM	100	4	INTRODUCTORY CHEMISTRY
42	CIS	101	4	COMPUTER LITERACY
43	CIS	121	4	INTRODUCTION TO WEB ANIMATION
44	CJ	92	3	WRITING FOR CRIMINAL JUSTICE
45	CJ	93	3	TRAFFIC ENFORCEMENT AND INVESTIGATION
46	CJ	101	3	INTRODUCTION TO CRIMINAL JUSTICE
47	CJ	103	3	CRIMINAL LAW
48	CJ	104	3	LEGAL ASPECTS OF EVIDENCE
49	CJ	135	3	JUVENILE LAW AND PROCEDURES
50	CMST	105	3	INTERCULTURAL COMMUNICATION
51	CMST	106	3	INTERPERSONAL COMMUNICATION
52	CMST	109	3	PUBLIC SPEAKING
53	CT	130	3	RESIDENTIAL REMODELING
54	CTMF	121A	3	WOODWORKING
55	CTMF	121B	3	INTERMEDIATE WOODWORKING
56	CTMT	120	4	RESIDENTIAL MAINTENANCE AND REPAIR
57	ECON	101	3	PRINCIPALS OF ECONOMICS: MACRO
58	EDUC	101	3	INTRODUCTION TO TEACHING
59	EMS	50	2.5	EMERGENCY MEDICAL RESPONDER
60	EMS	60	9.5	EMERGENCY MEDICAL TECHNICIAN
61	ENGL	101	4	ENGLISH COMPOSITION AND READING
62	ENGL	81	2	CO-REQUISITE SUPPORT FOR ENGLISH 101
63	ENGL	102	3	COMPOSITION AND LITERATURE

64	ENGL	104	3	CRITICAL THINKING AND COMPOSITION
65	FIRE	100	3	PRINCIPLES OF EMERGENCY SERVICES
66	FIRE	101	3	FUNDAMENTALS OF FIRE SERVICE OPERATIONS
67	FIRE	102	3	FIRE PREVENTION TECHNOLOGY
68	FIRE	109	3	WILDLAND FIRE CONTROL
69	FIRE	110	3	PRIN OF FIRE AND EMER SERVICES SAFETY AND SURVIVAL
70	GEOG	101	3	INTRODUCTION TO PHYSICAL GEOGRAPHY
71	GEOL	101	4	PHYSICAL GEOLOGY
72	GUID	50	1	COLLEGE SUCCESS
73	GUID	51	0.5	ORIENTATION TO COLLEGE
74	GUID	56	1.5	SELF ESTEEM
75	GUID	101	3	FIRST YEAR EXPERIENCE
76	GUID	103	3	CAREER EXPLORATION AND LIFE PLANNING
77	GUID	107	3	LEARNING STRATEGIES AND STUDY SKILLS
78	HIST	103	3	WORLD HISTORY TO 1500
79	HIST	104	3	WORLD HISTORY SINCE 1500
80	HIST	115	3	HISTORY OF CALIFORNIA
81	HIST	117	3	HISTORY OF THE UNITED STATES TO 1876
82	HIST	118	3	HISTORY OF THE UNITED STATES FROM 1876
83	HIST	130	3	LATIN AMERICAN HISTORY TO 1822
84	HIST	131	3	LATIN AMERICAN HISTORY FROM 1822
85	MATH	105	4	COLLEGE ALGEBRA
86	MATH	85	2	COREQUISITE SUPPORT FOR COLLEGE ALGEBRA
87	MATH	120	4	INTRODUCTION TO STATISTICS
88	MATH	80	2	COREQUISITE SUPPORT FOR INTRODUCTORY STATISTICS
89	MUSC	101	3	THE FUNDAMENTALS OF MUSIC
90	MUSC	117	3	HISTORY OF JAZZ
91	MUSC	118	3	SURVEY OF ROCK AND ROLL
92	OCEA	101	3	OCEANOGRAPHY
93	PAL	100	3	INTRODUCTION TO PARALEGAL STUDIES
94	PAL	102	3	BEGINNING LEAGL RESEARCH FOR PARALEGALS
95	PAL	103	3	BEGINNING LEGAL WRITING
96	PAL	104	3	LEGAL ETHICS FOR PARALEGALS
97	PHIL	101	3	INTRODUCTION TO PHILOSOPHY
98	PHOT	101	3	INTERMDIATE PHOTOGRAPHY
99	PHOT	111	3	BEGINNING DIGITAL PHOTOGRAPHY
100	PHYS	100	4	INTRODUCTORY PHYSICS
101	POLS	101	3	INTRODUCTION TO POLITICAL SCIENCE
102	POLS	102	3	INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS
103	POLS	114	3	POLITICAL PHILOSOPHY
104	PSCI	101	3	PRINCIPLES OF PHYSICAL SCIENCE

105	PSYC	101	3	INTRODUCTION TO PSYCHOLOGY
106	PSYC	110	3	DEVELOPMENTAL PSYCHOLOGY
107	RLST	101	3	INTRODUCTION TO RELIGIOUS STUDIES
108	RLST	113	3	RELIGION AND SOCIETY
109	RMGT	2	4.5	PREP/LINE COOK
110	RMGT	7	4.5	BAKERY/PASTERY TRAINING
111	SOC	101	3	INTRODUCTION TO SOCIOLOGY
112	SOC	102	3	SOCIAL PROBLEMS
113	SPAN	101	5	ELEMENTARY SPANISH
114	SPAN	102	5	ELEMENTARY SPANISH
115	TA	101	3	INTRODUCTION TO THEATRE
116	TA	106	3	BEGINNING ACTING

1.3 DATE, TIME, AND LOCATION OF ALL CCAP COURSES

All VVC CCAP courses will be taught on the school site designated for each course. Classrooms will be assigned by the site administrator and will possess all required equipment. CCAP classes will be taught during the official school day Monday through Friday. CCAP courses can be taught on Saturday if the SCHOOL DISTRICT designates it as an official school day and part of their overall instructional plan.

1.4 BEGINNING AND ENDING DATES FOR ALL CCAP COURSES IN THE SCHOOL DISTRICT(S)

Fall 2021 classes will begin the week of August 9, 2021 and run through the week of December 17, 2021. Spring 2022 classes will begin the week of January 18, 2022 and run through the week of May 20, 2022. Starting and ending dates for Fall and Spring 2022, 2023 and 2024 will be determined 120 days prior to the start of the fall semester for each school year.

1.5 CCAP 2021-2024 COURSE TIME PERIOD

Mojave River Academy courses begin at 1:00 PM and end at 4:05 PM. Riverside Preparatory courses begin at 7:15 AM and end at 3:40 PM.

1.6 COURSES REQUESTED Fall 2021-2024, Mojave River Academy requested GUID 100. Spring 2022-2024 Mojave River Academy requested GUID 103. Fall 2021-2024 Riverside Prep requested ART 104, GUID 50, GUID 101, GUID 103, POLS 102 and PSYC 101. Spring 2022-2024 Riverside Prep requested CMST 109, GEOL 101, GUID 50, GUID 103, GUID 107, HIST 188 and SOC 101.

1.7 FTES 2021-2024 ESTIMATE

Based on the number of requested courses for 2021-2024 and estimating an average of 20 students per class (taking in consideration potential special circumstances, see 3.10) approximately 24 CCAP courses will be offered annually in Oro Grande School District with an estimated 480 student enrolled district wide. This number does not reflect students taking multiple courses, just an estimated total enrollment in the courses provided. Oro Grande SD total annual FTES estimate is 60.96.

2. PROGRAM SCOPE/GOAL

SCHOOL DISTRICT will provide both CTE and transfer courses to students who may not be college bound and who are underrepresented in higher education through this CCAP agreement. The goal of the program will be to develop seamless pathways that prepare students for transfer to COLLEGE and CSU/UC as well as CTE pathways aligned with the particular high school programs. CTE pathways at the high schools include Computer Science, manufacturing/Construction Tech, Engineering, Information and Communication Technologies, Family and Consumer Science, Automotive, Healthcare, and Environmental Studies.

3. BOOKS AND INSTRUCTIONAL MATERIALS

The total cost of books and instructional materials for students participating as part of the CCAP agreement will be borne by school district.

4. ASSESSMENT OF BENEFIT TO STUDENTS

College is responsible for the tracking of students from SCHOOL DISTRICT to the college in order to assess the benefit gained from the courses in this agreement. Criteria will include, but is not limited to: the number of high school students enrolled in partnership, number of college courses offered, number and percentage of successful course completions, and number of FTES generated.

5. EMPLOYER OF RECORD

COLLEGE will be the employer of record for purposes of assignment monitoring.

6. EDUCATIONAL PROGRAMS(S) AND COURSE(S)

COLLEGE is responsible for all educational programs(s) and course(s) offered as part of this CCAP Agreement whether the educational programs(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE. School District is responsible for providing COLLEGE with a two-year course plan 150 days before the start of the first semester of this agreement. Requests for additional courses must be made no later than 90 day prior to the start of the semester. It is understood that the COLLEGE has the option of filling or not filling requested courses based on availability of instructors.

Oro Grande School District
Job Description

TITLE: Assistant Director, Instructional Programs

REPORTS TO: Executive Director, Instructional Services

SALARY: Certificated Management Range D

WORK YEAR: 210 days

DESCRIPTION: The position of Assistant Director, Instructional Programs, is under the direct supervision of the Executive Director, Instructional Services. This position will coordinate the district's instructional program and services to students and families in seat-time and Riverside Preparatory Independent study programs.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Manages Independent Studies Program as part of the seat-time campuses including supervising and evaluating teachers; working closely with counselors and teachers to ensure accurate recordkeeping of courses and credits to guide students in their academic programs; keeping accurate records of student attendance and course completions; serving as the lead for all behavioral and social emotional needs of the students; acting as liaison with the site administration to keep them informed of relevant data and program status; collaborating with other administrators and instructional staff to develop, revise and update curriculum as needed; overseeing the ordering of books, office supplies and curriculum-related materials; training new teachers and organizing and maintaining systems for communication.
- Monitors and assists with program and services mandates, timeline requirements and issues to ensure compliance with regulations related to independent study programs
- Develops and provides professional development and training for teachers, instructional support staff, administrators, and families.
- Supports in the training and development of the district coordinators.
- Operates as the lead learner for coordinators to support district wide professional development for all programs.
- Ability to integrate technology into instruction. Demonstrated ability to meet needs of learners is required. Ability to work with teachers, staff and the administration in a collaborative, productive, and supportive manner.
- Gathers required data and prepares accurate reports as part of assigned duties.
- Assists with reviews and refinements of curriculum by developing, selecting and acquiring instructional materials appropriate for supporting independent students.
- Attends meetings and conferences as related to areas assigned and disseminates information to site and district staff.
- Keeps abreast of latest educational research, regulations, materials and processes in assigned areas of responsibility.

Oro Grande School District
Job Description

- Demonstrates a working knowledge of effective instructional practices.
- Demonstrates a working knowledge of the district strategic plan and site single plans for student achievement.
- Participates as a member of the Educational Services team for problem solving and coordination of TK-12 programs, district policies and division services.
- Collaborates with Special Education and Multilingual Services for identified students.
- Performs other duties as required.

Minimum Qualifications - Credentials, Education, Experience:

- California Clear/Valid Single Subject Teaching Credential or a Clear/Valid Multiple Subject Teaching Credential.
- Must possess or be eligible for California Administrative Services credential
- Valid California English Learner (EL) Authorization
- Hold a valid California Driver's License.
- Fingerprint clearance must clear within 30 calendar days.
- Bachelor's Degree from accredited college(s) or universities
- Master's Degree preferred
- Minimum 5 years of highly successful teaching experience, including classroom experience.
- Successfully held leadership roles as a teacher and or a school administrator.
- Demonstrated experience and success in mentoring new teachers.
- Prefer public traditional school educational, charter school educational, or alternative educational school experience.

Physical Requirements: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May include:

- Sitting for extended periods.
- Fine manual dexterity.
- Talking and hearing and understanding speech at reasonable volume.
- Near and far visual acuity/depth perception/color vision/field of vision.
- Ability to lift, carry, push and/or pull up to 20 pounds.
- Reading printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Bending, twisting, stooping and reaching.
- Independently travel to all Oro Grande School District school sites, including Mojave River Academy Schools locations.

**Oro Grande School District
Manager II - College and Career Support Specialist
Job Description**

TITLE: Manager II College and Career Support Specialist

REPORTS TO: Executive Director of Instructional Services

Salary Schedule: Classified Management Salary Schedule.

Range: (N) Step 1: \$59,987 Step 10: \$77,599

Classification: Classified Management. Full Time Employee

Contract Days: 222

Non Contract: 14

Vacation Days: 12

Holidays: 13 (Embedded)

Total Paid Days: 247

DESCRIPTION: Under direction of the Executive Director of Instructional Services the College and Career Support Specialist will oversee all college courses and CTE programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process all transcript requests and graduation verifications
- Coordinate all of the testing for high school (PSAT, ASVAB, AP, SAT/SSD disability, CAST & CAASPP)
- Act as liaison between OG and colleges and universities for future course requests, syllabus requests, instructional materials, and advisory meetings
- College/University assignment, on boarding, and introductions to Site Administration and Teachers
- Maintain current records of students enrolled in college courses
- Maintain projected lists of students that want to enroll in upcoming college courses
- Work with the district's counselors to ensure proper course progression and build student portfolios that identify the student's goals for college and career readiness.
- Insure proper training for counselors contracted to teach online courses
- On board district teachers for their support roles.
- Maintain current records of students' ongoing progress within each college course.
- Support district's teachers with students that are not passing the college course.
- Help publicize student success within the college courses
- Insure college courses are properly weighted on HS transcripts and that students are receiving correct credit for college courses on transcripts
- Serve as the contact for outside agencies that are inquiring about college course credit on transcripts
- Work with site administration and counselors to create master schedule for college and university courses offered on campus
- Work with and collaborate with school staff to plan university/college tours/visits
- Plan, support, and implement parent college informational sessions including financial aid, college applications, and post-secondary plans.
- Provide quarterly college and career results report to give to Executive Director of Instruction
- Support the Executive Director on Pathway planning, creation, and expansion.
- Support budget development for College and Career programs
- Act as the liaison for CTE curriculum building between district, schools, and colleges
- Process work permits and provide work experience support to students
- Act as a liaison between schools and businesses, helping to set-up or serve on advisory panels as determined by the Executive Director
- Creates reqs and orders for programs as needed

- Other duties as assigned

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May include:

- Sitting for extended periods.
- Fine manual dexterity.
- Talking and hearing and understanding speech at reasonable volume.
- Near and far visual acuity/depth perception/color vision/field of vision.
- Ability to lift, carry, push and/or pull up to 20 pounds.
- Reading printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Bending, twisting, stooping and reaching.
- Independently travel to all Oro Grande School District school sites and all Mojave River Academy Schools Learning Centers.

Skills:

- Ability to communicate to multiple stakeholder groups
- Depth of understanding A-G criteria
- Depth of understanding in high school graduation requirements
- Knowledge of master schedule creation
- Aeries, Pathways and/or other SIS systems
- Knowledge of Financial 2000

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May include:

- Sitting for extended periods.
- Fine manual dexterity.
- Talking and hearing and understanding speech at reasonable volume.
- Near and far visual acuity/depth perception/color vision/field of vision.
- Ability to lift, carry, push and/or pull up to 20 pounds.
- Reading printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Bending, twisting, stooping and reaching.
- Independently travel to all Oro Grande School District school sites and all Mojave River Academy Schools Learning Centers.

Ability to:

- Work efficiently and independently in an office setting.
- Operate office equipment
- Perform business math calculations with accuracy
- Understand and carry out oral and written instructions
- Able to conduct verbal conversation in English and/or Spanish (preferred but not required)
- Establish and maintain effective relationships with those contacted in the course of your duties

- Maintain work pace appropriate to given workload and meet required deadlines
- Perform other duties as assigned.

Knowledge of:

- ARIES and Pathways student information system and other school related programs
- Financial 2000, Google Suite and Microsoft Office.
- Modern office equipment, procedures and computer equipment
- Business math
- Office Memo Writing

Education:

- Graduation from High School or equivalent

**Oro Grande School District
Teacher - Reading Support
Job Description**

Title: Teacher - Reading Support

Reports To: Site Principal

Salary: Certificated Teacher

Classification: Certificated Teacher - Reading Support

Work Year: 185

Evaluation:

Performance of this employee will be evaluated by the Principal or designee in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Position Description:

Work with small groups of children identified as needing additional support in Reading. Work closely with Educational Services, site administration and faculty, as well as parents, to ensure student learning and academic success.

Duties and Responsibilities: (Essential Job Functions):

- Assess students and identify children needing additional literacy support
- Design and implement reading academic interventions using research-based methodology.
- Communicate with school personnel and families regarding reading levels progress.
- Gather, compile, and disaggregate data; and link that data to student learning and instruction.
- Differentiate and provide targeted instruction based on assessment data.
- Document interventions and student progress.
- Develop and implement lesson plans that fulfill the requirements of district's curriculum program
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
- Use technology to strengthen the teaching/learning process.
- Help students analyze and improve study methods and habits.
- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Participate in staff development activities to improve job-related skills.
- Compile, maintain, and file all reports, records, and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required

- Perform Other Duties as assigned aligned to providing support to the instructional program

Knowledge of:

- California Standards for the Teaching Profession
- Knowledge of early literacy development and foundations of literacy, such as letter-naming fluency, phoneme segmentation, and comprehension strategies.
- General knowledge of curriculum and instruction
- California Content Literacy Standards
- Effective Teaching and Classroom Management Strategies
- Public speaking and public relations, principles and practices.
- Modern office procedures, methods and computer equipment.

Ability to:

- Work a flexible schedule, including nights and weekends as necessary.
- Maintain insurability by District Liability Insurance Carrier.
- Gather, organize, analyze, evaluate and interpret data.
- Establish and maintain cooperative and effective working relationships with others.
- Properly interpret and make decisions in accordance with school district regulations, laws, regulations and policies.
- Recommend improvements in operations, rules, regulations and policies.
- Understand and follow oral and written instructions.
- Provide effective district representation at events and meetings.
- Research pertinent rules, processes, procedures, Federal, State, local laws and ordinances, Education Code, regulations and policies.
- Perform other duties as assigned.

Physical Requirements:

- Sitting, standing and driving for extended periods.
- Fine manual dexterity.
- Talking and hearing and understanding speech at a reasonable volume.
- Near and far visual acuity/depth perception/color vision/field of vision.
- Ability to lift, carry, push and/or pull up to 20 pounds.
- Reading printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.

Minimum Qualifications, Credentials, Education and Experience:

Credentials:

- Clear/Valid Single Subject Teaching Credential or a Clear/Valid Multiple Subject Teaching Credential.
- A valid Clear California English Language Learner (ELL) Authorization and Crosscultural Language Acquisition Development (CLAD) Certificate.
- Reading/Literacy Certification Preferred

Education:

- Bachelor's Degree from accredited college(s) or universities.
- Master's degree from accredited college(s) or universities preferred

Experience:

- Minimum 3 years of successful teaching experience with satisfactory evaluations.
- Reading/Literacy Instruction and Training Preferred

Oro Grande School District
Job Description
Administrative Assistant IV - District Office: Educational Services

TITLE: ADMINISTRATIVE ASSISTANT IV - District Office: Educational Services:

REPORTS TO: Assistant Superintendent or Department Leads

Salary Schedule: Classified Hourly Salary Schedule.

Range:(R) Step 1: \$22.51 Step 10: \$29.51

Classification: Classified Hourly. Full Time Employee

Contract Days: 236

Vacation Days: 12

Holidays: 13 (Embedded)

Total Paid Days: 261

DESCRIPTION: Under direction of the Assistant Superintendent and/or Division leads, the Administrative Assistant IV - District Office: Educational Services performs highly skilled, complex and confidential secretarial and administrative support duties, organizes and coordinates communications, and executes office activities to ensure efficient clerical operations including, but not limited to: financial transactions, personnel data, and other sensitive information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare reports and correspondence for supervisors; research, compile, and organize materials and information.
- Maintain confidential records and information as appropriate by the Assistant Superintendent and/or division leads.
- Order and maintain division supplies, including day to day needs, events, and projects.
- Process and monitor all division employee requests involving other divisions and departments
- Maintain the Assistant Superintendent's calendar and the division's master departmental calendar of events, meetings, conferences, trainings, and travel
- Facilitate division and department meeting set-up, including facilities requests, refreshments, agenda, invites, and materials including Principals' meetings.
- Attend meetings, keeping corresponding records and minutes as needed.
- Manage all conference/travel requests for Educational Services and school sites.
- Facilitate interdepartmental and interorganizational communication regarding Educational Services
- Assist with compiling/reconciliation backup documentation for monthly Cal Card statements.
- Coordinate the planning, organization and set-up needed for large-scale events including: New Teacher Onboarding, Summer/Winter Management, textbook adoptions, and Fall/Spring Symposiums
- Prepare, maintain, and finalize requisitions/purchase orders in Financial 2000. Run monthly division budget reports and provide analysis and follow-up as needed.
- Manage all graduation requirement waivers communicate with the appropriate site counselors and maintain department record once approved.
- Coordinate with school site administration, Riverside Preparatory School and Mojave River Academy, to order instructional materials, resources, and licenses.
- Compose, send, and maintain compliance records for monthly communications and safety bulletins.
- Assist with textbook adoption process including vendors, committee meetings, contracts, communications, and public viewing.
- Communicate with the County Office of Education regarding contracts, MOUs and reports.
- Prepare and submit mileage reimbursements and timesheets for Educational Services programs.
- Provide Attendance Clerk training for sites: enrollment, attendance, reporting and troubleshooting.
- Assist division leads with upcoming tasks, reports and procedural handbooks.

Administrative Assistant IV - District Office: Educational Services

- Assist with the creation, submission and collection of local, state, and federal surveys.
- Other duties/special projects as assigned.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May include:

- Sitting for extended periods.
- Fine manual dexterity.
- Talking and hearing and understanding speech at reasonable volume.
- Near and far visual acuity/depth perception/color vision/field of vision.
- Ability to lift, carry, push and/or pull up to 20 pounds.
- Reading printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Bending, twisting, stooping and reaching.
- Independently travel to all Oro Grande School District school sites and all Mojave River Academy Schools Learning Centers.

Ability to:

- Work efficiently and independently in an office setting.
- Operate office equipment
- Perform business math calculations with accuracy
- Understand and carry out oral and written instructions
- Able to conduct verbal conversation in English and/or Spanish (preferred but not required)
- Establish and maintain effective relationships with those contacted in the course of your duties
- Maintain work pace appropriate to given workload and meet required deadlines
- Perform other duties as assigned.

Knowledge of:

- ARIES and Pathways student information system and other school related programs
- Financial 2000, Google Suite and Microsoft Office.
- Modern office equipment, procedures and computer equipment
- Business math
- Office Memo Writing

Education:

- Graduation from High School or equivalent



Oro Grande School District

Mojave River Academy Schools - Riverside Preparatory School

2021/2022 Classified Hourly Pay Schedule



Range	Position(s)	Steps									
		1	2	3	4	5	6	7	8	9	10
A1							\$14.70	\$14.85	\$15.36	\$15.91	\$16.46
B		\$14.70	\$14.70	\$14.70	\$14.70	\$14.97	\$15.50	\$16.04	\$16.60	\$17.18	\$17.78
C	Proctor, Tutor	\$15.00	\$15.11	\$15.41	\$15.88	\$16.35	\$16.93	\$17.52	\$18.13	\$18.76	\$19.42
D	Administrative Assistant I	\$15.30	\$15.60	\$15.91	\$16.39	\$16.88	\$17.47	\$18.08	\$18.72	\$19.37	\$20.05
E	Nutrition Services Worker	\$16.17	\$16.50	\$16.83	\$17.33	\$17.85	\$18.48	\$19.12	\$19.80	\$20.49	\$21.21
F		\$16.93	\$17.26	\$17.61	\$18.14	\$18.68	\$19.34	\$20.02	\$20.72	\$21.44	\$22.19
G	Clerk I - Attendance, Clerk I - Reception, General Purpose Worker I - Custodian, Instructional Assistant, Nutrition Services Production Assembler	\$17.66	\$18.01	\$18.37	\$18.92	\$19.49	\$20.17	\$20.88	\$21.61	\$22.37	\$23.15
H	Clerk II - Enrollment, Translator, Administrative Assistant II, Administrative Assistant II - Translator & Family Engagement	\$18.02	\$18.38	\$18.75	\$19.31	\$19.89	\$20.58	\$21.30	\$22.05	\$22.82	\$23.62
I		\$18.45	\$18.83	\$19.21	\$19.78	\$20.38	\$21.09	\$21.82	\$22.58	\$23.37	\$24.19
J	General Purpose Worker II - Lead Custodian/Maintenance	\$19.18	\$19.56	\$19.95	\$20.55	\$21.16	\$21.91	\$22.67	\$23.47	\$24.29	\$25.14
K	Nutrition Services Driver, ASB Bookkeeper	\$19.78	\$20.17	\$20.57	\$21.18	\$21.83	\$22.59	\$23.38	\$24.20	\$25.05	\$25.92
L		\$20.60	\$21.01	\$21.43	\$22.07	\$22.74	\$23.52	\$24.35	\$25.20	\$26.09	\$27.00
M	Nutrition Services Lead	\$21.06	\$21.49	\$21.92	\$22.57	\$23.25	\$24.07	\$24.91	\$25.78	\$26.68	\$27.62
O	Instructional Assistant II (GF), General Purpose Worker III, Bus Driver, Administrative Assistant III - School Secretary, Personnel Technician, Project Coordinator	\$21.48	\$21.92	\$22.35	\$23.02	\$23.71	\$24.54	\$25.40	\$26.30	\$27.22	\$28.17
Q		\$22.48	\$22.93	\$23.39	\$24.09	\$24.82	\$25.68	\$26.58	\$27.52	\$28.48	\$29.48
R	General Purpose Worker IV - HVAC Technician, Dispatcher	\$23.63	\$24.10	\$24.59	\$25.32	\$26.09	\$26.99	\$27.94	\$28.92	\$29.93	\$30.98
S	Specialist - Accounting, Specialist - Payroll, Administrative Assistant IV - District Office, Nutrition Services Chef	\$24.78	\$25.27	\$25.78	\$26.56	\$27.35	\$28.30	\$29.30	\$30.32	\$31.39	\$32.48
U	Speech Assistant, Health Services Technician - LVN	\$26.00	\$26.52	\$27.06	\$27.87	\$28.70	\$29.70	\$30.75	\$31.82	\$32.93	\$34.09
V	Network Technician, Database Analyst	\$26.78	\$27.32	\$27.87	\$28.70	\$29.56	\$30.59	\$31.67	\$32.78	\$33.92	\$35.11
W		\$29.69	\$30.29	\$30.89	\$31.82	\$32.77	\$33.92	\$35.11	\$36.34	\$37.61	\$38.93
X		\$33.74	\$34.42	\$35.11	\$36.16	\$37.25	\$38.55	\$39.90	\$41.29	\$42.73	\$44.23

**The Superintendent will place employees on an initial step based upon their experience, training and the needs of the District.

Board Approval; OGSD xx/xx/21 - RP xx/xx/21 - MRAS xx/xx/21 Effective; 07/01/21 (5% Increase)

CHANGES - Food Service Worker changed to Nutrition Services Worker (C to E), Production Assembler (E to G), Driver (I to K), Lead (K to M), Chef added to S, ALL other Classifications moved up 1 Range (except GF positions). Add Range V. Range C Step 1 changed from 14.82 to 15 in anticipation of minimum wage change January 2022. Clerk II - Accounting changed to Specialist. Specialist - Enrollment changed to Clerk II.



Oro Grande School District

Mojave River Academy Schools - Riverside Preparatory School

2021-2022 Classified Management Salary Schedule



			Steps													
Title	Range	Position	1	2	3	4	5	6	7	8	9	10	11-15	16-20	21-25	26-30
Assistant Director	M	Athletic Trainer	\$50,614	\$51,626	\$52,660	\$53,712	\$54,787	\$55,883	\$57,000	\$58,141	\$59,303	\$60,489	\$61,699	\$62,933	\$64,192	\$65,475
Manager	M	Office Manager	\$50,614	\$51,626	\$52,660	\$53,712	\$54,787	\$55,883	\$57,000	\$58,141	\$59,303	\$60,489	\$61,699	\$62,933	\$64,192	\$65,475
	N	Office Manager	\$59,987	\$61,187	\$62,411	\$63,659	\$64,932	\$66,231	\$67,556	\$68,906	\$70,285	\$71,691	\$73,125	\$74,587	\$76,079	\$77,599
		Student Academic Advisor	\$59,987	\$61,187	\$62,411	\$63,659	\$64,932	\$66,231	\$67,556	\$68,906	\$70,285	\$71,691	\$73,125	\$74,587	\$76,079	\$77,599
		Nutrition Services	\$59,987	\$61,187	\$62,411	\$63,659	\$64,932	\$66,231	\$67,556	\$68,906	\$70,285	\$71,691	\$73,125	\$74,587	\$76,079	\$77,599
		Student Data Support Analyst	\$59,987	\$61,187	\$62,411	\$63,659	\$64,932	\$66,231	\$67,556	\$68,906	\$70,285	\$71,691	\$73,125	\$74,587	\$76,079	\$77,599
Director	P	Operations	\$69,322	\$70,709	\$72,123	\$73,566	\$75,037	\$76,539	\$78,070	\$79,630	\$81,223	\$82,847	\$84,504	\$86,193	\$87,918	\$89,676
		Administrative Services (Cabinet Office)	\$69,322	\$70,709	\$72,123	\$73,566	\$75,037	\$76,539	\$78,070	\$79,630	\$81,223	\$82,847	\$84,504	\$86,193	\$87,918	\$89,676
	Q		\$79,250	\$80,835	\$82,451	\$84,101	\$85,783	\$87,499	\$89,248	\$91,034	\$92,854	\$94,711	\$96,605	\$98,537	\$100,508	\$102,518
	R	Public Information Officer	\$89,178	\$90,960	\$92,780	\$94,637	\$96,529	\$98,460	\$100,428	\$102,436	\$104,484	\$106,575	\$108,707	\$110,881	\$113,099	\$115,360
		Custodial, Shipping & Receiving	\$89,178	\$90,960	\$92,780	\$94,637	\$96,529	\$98,460	\$100,428	\$102,436	\$104,484	\$106,575	\$108,707	\$110,881	\$113,099	\$115,360
	S	Purchasing & Budgeting	\$101,791	\$103,827	\$105,903	\$108,022	\$110,182	\$112,386	\$114,634	\$116,926	\$119,265	\$121,650	\$124,083	\$126,565	\$129,096	\$131,677
		Technology	\$101,791	\$103,827	\$105,903	\$108,022	\$110,182	\$112,386	\$114,634	\$116,926	\$119,265	\$121,650	\$124,083	\$126,565	\$129,096	\$131,677
		Administrative Services (Superintendents Office)	\$101,791	\$103,827	\$105,903	\$108,022	\$110,182	\$112,386	\$114,634	\$116,926	\$119,265	\$121,650	\$124,083	\$126,565	\$129,096	\$131,677
Executive Director	T	Transportation	\$105,863	\$107,980	\$110,140	\$112,343	\$114,589	\$116,881	\$119,219	\$121,603	\$124,034	\$126,516	\$129,046	\$131,628	\$134,259	\$136,944
	U	Fiscal Services	\$111,156	\$113,379	\$115,647	\$117,960	\$120,318	\$122,725	\$125,180	\$127,683	\$130,236	\$132,842	\$135,498	\$138,209	\$140,972	\$143,791
		Nutrition Services	\$111,156	\$113,379	\$115,647	\$117,960	\$120,318	\$122,725	\$125,180	\$127,683	\$130,236	\$132,842	\$135,498	\$138,209	\$140,972	\$143,791
	V	Maintenance, Operations, Facilities & Construction	\$116,714	\$119,048	\$121,429	\$123,858	\$126,334	\$128,861	\$131,439	\$134,067	\$136,748	\$139,484	\$142,273	\$145,119	\$148,021	\$150,981

**The Superintendent will place employees on an initial step based upon their experience, training and the needs of the District.

Board Approval; OGSD xx/xx/2x - RP xx/xx/2x - MRAS xx/xx/2x Effective; 7/1/21 (5% increase)