

**NAPA VALLEY COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT
FOR DUAL ENROLLMENT**

1. LEGAL AUTHORITY

This Napa Valley College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between **Napa Valley College Community College District, 2277 Napa-Vallejo Highway, Napa, CA 94558** (COLLEGE DISTRICT) and **Calistoga Joint Unified School District, 1520 Lake Street, Calistoga, CA 94515** (SCHOOL DISTRICT).

WHEREAS, the mission of Napa Valley College, includes providing innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career /technical education and basic skills proficiency: and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located within the regional service area of Napa Valley College, unless otherwise specified and agreed to as specified in AB 288 Sec. 2 Education Code Section 76004(e); and

WHEREAS, dual enrollment partnerships represent a “strategy to provide critical support for 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” AB 288 Section 1 (d); and

WHEREAS, Napa Valley College desires to offer or expand dual enrollment opportunities for students served by SCHOOL DISTRICT; and

WHEREAS, Napa Valley College and SCHOOL DISTRICT desire to enter into this CCAP Partnership Agreement for purposes consistent with the provisions of AB 288, “offering or expanding dual enrollment opportunities 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;” and

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 Napa Valley College;

NOW THEREFORE, Napa Valley College and SCHOOL DISTRICT agree as follows:

2. TERMS OF AGREEMENT

- 2.1. The term of this CCAP Agreement shall be for two (2) years beginning on July 1, 2021 and ending on June 30, 2023, and will be subject to renewal, unless otherwise terminated in accordance with Section 20 of this Agreement.
- a. The COLLEGE DISTRICT shall not enter into a College and Career Access Pathways (CCAP) partnership with a school district within the service area of another community college district except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership. *AB 288 Sec. 2, EC § 76004(c)*
 - i. If the course(s) will be located outside the boundaries of the COLLEGE DISTRICT, the COLLEGE DISTRICT must comply with the requirements of title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
 - b. By mutual agreement, the SCHOOL DISTRICT and the COLLEGE DISTRICT will develop College and Career Access Pathways which represent aligned, sequenced series of college-level courses to facilitate associate degree completion, four-year transfer (i.e., UC, CSU), or completion of a credential or certificate in career and technical education.
 - c. The Governing Board of COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. *EC § 78015 et seq*
 - d. The SCHOOL DISTRICT and the COLLEGE DISTRICT will collaborate in a College and Career Access Pathways (CCAP) Partnership throughout the term of this AGREEMENT to offer CCAP courses to eligible students within the SCHOOL DISTRICT.
 - i. The COLLEGE DISTRICT is responsible for the educational program(s) and/or course(s) offered on-site at the SCHOOL DISTRICT.
 - e. A description of the College and Career Access Pathways included under this AGREEMENT is appended to the document and shall be known as Appendix B. Any updates to Appendix B, by mutual agreement of the SCHOOL DISTRICT and the COLLEGE DISTRICT, shall be in accordance with

AB 288 Sec. 2, Education Code Section 76004 and shall be submitted to the Chancellor's Office in accordance with applicable instructions.

- f. Enrollment in CCAP courses offered as part of this AGREEMENT at the SCHOOL DISTRICT during the regular school day will be limited to high school students in the SCHOOL DISTRICT. *AB 288 Sec. 2, EC § 76004(o)(1)*
- g. COLLEGE and SCHOOL DISTRICT shall ensure that one (1) public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. *AB 288 Sec. 2*
- h. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. *AB 288 Sec. 2*
- i. A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership. *AB 288 Sec. 2*

3. DEFINITIONS

- 3.1. 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 in accordance with the policies and guidelines of the COLLEGE and applicable law. *AB 288 Sec. 2*
- 3.2. PUPIL OR STUDENT - A resident or nonresident student attending high school in California. Pursuant to *SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption*: Concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

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

- 4.1. Student Eligibility - Students are eligible 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)
- 4.2. Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to Napa Valley 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 Napa Valley College and shall be in compliance with applicable law and college standards and policies.
- 4.3. Napa Valley College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the Napa Valley College and shall be in compliance with the admissions and registration guidelines set forth in applicable law and college policy.
- 4.4. Student Records – It is the responsibility of the student to follow the Napa Valley College process when requesting an official Napa Valley College transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 4.5. Priority Enrollment – Napa Valley College as participant 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 that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle N college high school provisions in Section 76001. AB 288 Sec. 2 (3)(g)
- 4.6. As part of this CCAP Agreement, Napa Valley College 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. AB 288 Sec. 2 (d)

- 4.7. Students participating in a CCAP partnership program 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.
- 4.8. Minimum School Day - SCHOOL DISTRICT shall certify that it shall teach 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.

5. **NAPA VALLEY COLLEGE APPLICATION PROCEDURE**

- 5.1. Napa Valley College will be responsible for processing student applications.
- 5.2. Napa Valley College will provide the necessary admission and registration forms and procedures and both Napa Valley College and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 5.3. SCHOOL DISTRICT agrees to assist Napa Valley College in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by Napa Valley College
- 5.4. The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 5.5. Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

6. **PARTICIPATING STUDENTS**

- 6.1. 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 Napa Valley College shall exempt special part-time students under this CCAP Agreement as described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and

79121.

- 6.2. 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. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs down and will seek additional funding sources including grants to cover textbook costs.
- 6.3. Participating students must meet all Napa Valley College prerequisite requirements as established by the college and as stated in the Napa Valley College catalog before enrolling in a course offered as part of this CCAP Agreement.
- 6.4. Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official Napa Valley College transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the Napa Valley College catalog.
- 6.5. Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the Napa Valley College for information regarding applicable policies and procedures.
- 6.6. Students enrolled in Napa Valley College courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the college or through the SCHOOL DISTRICT. Napa Valley College shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the college. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 6.7. Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE.
- 6.8. Students who withdraw from courses offered as part of this CCAP Agreement will not receive Napa Valley College credit. Students must comply with, and submit

appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to Napa Valley College policy.

- 6.9. A course dropped within the Napa Valley College drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the Napa Valley College transcript.

7. CCAP AGREEMENT COURSES

- 7.1. The 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. AB 288 Sec. 2 (o)(1)
- 7.2. Courses offered as part of this CCAP Agreement at the Napa Valley College may not limit enrollment in the course. AB 288 Sec. 2 (o) (1)
- 7.3. Napa Valley 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.
- 7.4. The scope, nature, time, location, and listing of courses offered by Napa Valley College with the approval of the Governing Board will be recorded in the Appendix B to this Agreement. AB 288 Sec. 2 (c) (1)
- 7.5. Courses offered as part of this CCAP Agreement either at the Napa Valley College or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 7.6. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on Napa Valley College campus and shall be in compliance with Napa Valley College academic standards.
- 7.7. Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the Napa Valley College catalog with the same department designations, course descriptions, Student Learning Outcomes, (SLO’s) numbers, titles, and credits and the faculty course syllabus.
- 7.8. 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.
- 7.9. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to Napa

Valley College as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between Napa Valley College and/or Napa Valley College course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the Napa Valley College regulations, policies, procedures, prerequisites, and standards, shall prevail.

- 7.10. Site visits and instructor evaluations by one or more representatives of the Napa Valley College shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the Napa Valley College campus and in compliance with Napa Valley College academic standards.
- 7.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with Napa Valley College guidelines, policies, pertinent statutes and regulations.
- 7.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with Napa Valley College guidelines, policies, pertinent statutes, and regulations.
- 7.13. Napa Valley College has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 7.14. This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering 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. *AB 288 Sec. 2 (n)*

8. INSTRUCTOR(S)

- 8.1. The CCAP Agreement Appendix shall specify which participating school district or Napa Valley College will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. *AB 288 Sec. 2 (m) (1)*
- 8.2. This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. *Sec. 2 (m) (2)*

- 8.3. Instructors who teach Napa Valley 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.
- 8.4. Instructors who teach Napa Valley College courses 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.
- 8.5. Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from Napa Valley 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 Napa Valley College
- 8.6. Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the Napa Valley College as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to; address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 8.7. Faculty performance shall be evaluated by the Napa Valley College using the adopted evaluation process and standards for faculty of the college, subject to the approval of the college.
- 8.8. Napa Valley 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 Napa Valley College specifically with regard to their duties as instructors.
- 8.9. Napa Valley College shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.

9. ASSESSMENT OF LEARNING AND CONDUCT

- 9.1. Students enrolled in Napa Valley College courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement and Student Learning Outcomes as students in courses taught on the college campus.
- 9.2. Students enrolled in Napa Valley 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 Napa Valley College campus and found in the faculty course syllabus.
- 9.3. Students enrolled in Napa Valley 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 and found in the faculty course syllabus.
- 9.4. Students enrolled in Napa Valley 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. Both parties will work together in resolving behavioral issues.

10. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 10.1. Napa Valley College shall appoint an educational administrator, to be specified in the Appendices to this CCAP Agreement, who will serve as point of contact for college and SCHOOL DISTRICT to facilitate and coordinate as to this agreement in conformity with college policies and standards. AB 288 Sec.2 (c) (2)
- 10.2. Napa Valley College shall appoint an educational administrator, to be specified in the Appendices to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between Napa Valley College and SCHOOL DISTRICT in conformity with college policies and standards. Sec. 2 (c) (2)
- 10.3. SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendices to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and Napa Valley College in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c) (2)
- 10.4. Napa Valley College will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments,

outreach/recruitment activities and compliance with college policy and procedures and academic standards.

- 10.5. The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and Napa Valley College applications, the enrollment of eligible students and other related services as deemed necessary.
- 10.6. The SCHOOL DISTRICT personnel will perform services specified in 10.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of Napa Valley College, specifically with regard to their duties pertaining to the college courses.
- 10.7. This CCAP Agreement requires completion and submission of an annual report, as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by Napa Valley College and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in this CCAP Agreement partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy 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 Agreement 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 Agreement partnership participants. Sec. 2 (t)(C)
 - The total number of full-time equivalent students generated for Napa Valley College by CCAP Agreement partnership participants. Sec. 2 (t)(1)(D)

11. APPORTIONMENT

- 11.1. Napa Valley College 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) comply with current requirements for dual enrollment under applicable California law.

- a. The COLLEGE DISTRICT may limit enrollment in a course solely to eligible high school students if the course is offered at a SCHOOL DISTRICT campus during the regular school day and the course is offered pursuant to this AGREEMENT. *AB 288 Sec. 2, EC § 76004(o) (1)*
- i. 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 pursuant to ABB 288 Sec. shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. *Sec. 2*
- b. Neither the School District nor the Napa Valley College shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. *Sec. 2 (r)*
- c. The attendance of a high school pupil at Napa Valley College as a special part-time or full-time student pursuant to this section is authorized attendance for which Napa Valley College shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. *Sec. 2 (s)*
- d. The number of full-time equivalent students (FTES) that the COLLEGE DISTRICT will claim per term per school for CCAP courses offered as part of this AGREEMENT will vary depending upon the particular course(s) offered and the number of students enrolled in any given term. Course details (e.g., course name, course title, number of units) for any given term in which CCAP courses are offered at the SCHOOL DISTRICT can be found in Appendix B of this AGREEMENT.

12. OTHER PROCEDURES, TERMS, AND CONDITIONS

- 12.1. The COLLEGE DISTRICT shall provide the SCHOOL DISTRICT with current information pertaining to the procedures, terms, and conditions specified by its Governing Board regarding the following:
- a. Enrollment period;
- b. Student fees ;
- c. Number of class hours sufficient to meet the stated performance objectives (if applicable);
- d. Supervision and evaluation of students; and

- e. Withdrawal of students prior to completion of a course of program.
- 12.2. Current COLLEGE DISTRICT policies and procedures are accessible on the college website at www.napavalley.edu
- 12.3. The COLLEGE DISTRICT and SCHOOL DISTRICT shall adhere to applicable procedures, terms, and conditions set forth by federal, state, and local regulations related to CCAP partnerships.
- 12.4. The COLLEGE DISTRICT shall assess the CCAP partnership and the provisions of this AGREEMENT in accordance with COLLEGE DISTRICT guidelines regarding the review of its programs and partnership agreements.

13. CERTIFICATIONS

- 13.1. Classes offered as part of this CCAP Agreement are not being fully funded through other sources.
- 13.2. Napa Valley College certifies 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.
- 13.3. SCHOOL DISTRICT agrees and acknowledges that Napa Valley College will claim apportionment for the SCHOOL DISTRICT students enrolled in community Napa Valley College course(s) under this CCAP Agreement.
- 13.4. This CCAP Agreement certifies that any Napa Valley 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)
- 13.5. This CCAP Agreement certifies that any community Napa Valley 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. Sec. 2 (i)
- 13.6. This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for Napa Valley College credit at a high school campus has not displaced or resulted in the termination of an existing Napa Valley College faculty member teaching the same course at the college campus. Sec. 2 (j)
- 13.7. Napa Valley College certifies that:

- a. A Napa Valley College course offered for Napa Valley College credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering college. Sec. 2 (k)(1)
- b. A Napa Valley College course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- c. The Agreement is consistent with the core mission of the Napa Valley College pursuant to Section 66010.4, and that students participating in this Agreement will not lead to displacement of otherwise eligible adults at the college. Sec. 2 (k)(3)
- d. This Agreement certifies that Napa Valley College and SCHOOL DISTRICT comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

14. PROGRAM IMPROVEMENT

- 14.1. Napa Valley College and 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.

15. RECORDS

- 15.1. Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for district students who enroll in any course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for Napa Valley College students shall be maintained by the college. Annual unofficial Student Transcripts will be made available to students and parents and to school site administration.
- 15.2. 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.

16. REIMBURSEMENT

- 16.1. The financial arrangements implied herein may be adjusted annually by duly adopted written Appendices to this CCAP Agreement.

17. FACILITIES

- 17.1. 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 Napa Valley College or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard district premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 17.2. 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 as 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. Napa Valley College facilities may be used subject to mutual agreement by the parties as expressed in the Appendices to this Agreement.

18. INDEMNIFICATION

- 18.1. SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the Napa Valley 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 judgments, arising out of school's 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. Napa Valley College agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT 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 judgments, arising out of Napa Valley College performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of Napa Valley College, its officers, employees, independent contractors, subcontractors, agents and other representatives.

19. INSURANCE

- 19.1. SCHOOL DISTRICT, in order to protect Napa Valley 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 CCAP 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. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name Napa Valley College, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to Napa Valley 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 processing, investigating, 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 Napa Valley 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 CCAP 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 SCHOOL DISTRICT nor Napa Valley 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 CCAP Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this CCAP Agreement shall be addressed to the responsible person listed in Section 20 below.

22. NOTICES

22.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, certified or registered, postage to be prepaid, return receipt requested, at the following addresses and attention of the persons indicated below, to the following addresses:

COLLEGE DISTRICT

Napa Valley Community College District
 2277 Napa-Vallejo Highway
 Napa, California 94558
 ATTN: Dr. Sara Parker, Assistant Superintendent/Vice President of
 Academic Affairs

SCHOOL DISTRICT

Calistoga Joint Unified School District
 1520 Lake Street
 Calistoga, CA 94515
 Attn: Dr. Erin Smith-Hagberg, Superintendent

23. INTEGRATION

23.1. 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.

24. MODIFICATION AND AMENDMENT

24.1. 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.

25. GOVERNING LAWS

25.1. This agreement shall be interpreted according to the laws of the State of California.

26. COMMUNITY NAPA VALLEY COLLEGE DISTRICT BOUNDARIES

26.1. For locations outside the geographical service area boundaries of Napa Valley College will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

27. SEVERABILITY

27.1. 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.

28. COUNTERPARTS

28.1. 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.

Executed on 5/12/21
By: Erin Smith-Hagberg
Dr. Erin Smith-Hagberg
Superintendent
Calistoga Joint Unified School District

By: Sara Parker
Dr. Sara Parker
Assistant Superintendent
Vice President of Academic Affairs
Napa Valley College

APPENDIX A

NAPA VALLEY COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT

WHEREAS, the Napa Valley College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between **Napa Valley College Community College District, 2277 Napa-Vallejo Highway, Napa, CA 94558** (COLLEGE DISTRICT) and **Calistoga Joint Unified School District, 1520 Lake Street, Calistoga, CA 94515** (SCHOOL DISTRICT).

WHEREAS, Napa Valley College and SCHOOL DISTRICT agree to record specific components of the CCAP Agreement using this Appendix for purposes of 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 Napa Valley College district for those students; the scope, nature, time, location, and listing of community Napa Valley College courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record 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 Napa Valley College courses; and Sec. 2 (c)(1)

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

NOW THEREFORE, Napa Valley College and SCHOOL DISTRICT agree as follows:

1. CCAP AGREEMENT

- a. Napa Valley College and SCHOOL DISTRICT shall ensure that a public informational and adoption meeting is held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. Napa Valley College shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c) (2) Confirmation of the filing shall be provided to SCHOOL DISTRICT.

- c. Napa Valley College and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements on or before June 30, 2023 and follow the protocols set forth in (a) and (b) of this section.
- d. Napa Valley College and SCHOOL DISTRICT point of contact: Sec. 2 (c) (2)

| LOCATION | NAME | TELEPHONE | EMAIL |
|---|--|----------------|--------------------------------|
| Napa Valley College | Cristine Tapia Executive Assistant to the Assistant Superintendent/Vice President of Academic Affairs | (707) 256-7151 | cristine.tapia@napavalley.edu |
| Calistoga Joint Unified School District | Michael DeFrancesco Director of Educational Services and Human Resources | (707) 942-4703 | mdefrancesco@calistogajusd.org |

2. STUDENT SELECTION

- a. Minimum School Day - SCHOOL DISTRICT certifies that it shall teach district students participating as part of the CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances Napa Valley College shall claim allowable FTES for the enrollment of high school students in any CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be Napa Valley College bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community Napa Valley College for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve Napa Valley 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)*

- c. Napa Valley College and SCHOOL DISTRICT certify that participating students will have a signed parental consent form on file with the college. *Preamble and Sec. 2 (c) (1)*
- d. Napa Valley College and SCHOOL DISTRICT certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p) (1-3)*

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. Napa Valley College is responsible for all educational program(s) and course(s) offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or at Napa Valley College.

APPENDIX B

1. CCAP AGREEMENT WITH SCHOOL DISTRICT

Napa Valley College has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: **2021-2022**

EDUCATIONAL PROGRAM (S): **Hospitality, Culinary and Tourism Management**

HIGH SCHOOL: **Calistoga Junior-Senior High School**

LOCATION: **1608 Lake St, Calistoga, CA 94515**

| | |
|---|----------------------------|
| TOTAL NUMBER OF STUDENTS TO BE SERVED: 40 | TOTAL PROJECTED FTES: 2.67 |
|---|----------------------------|

| COURSE NAME | COURSE NUMBER | TERM | TIME | DAYS/HOURS | INSTRUCTOR | EMPLOYER OF RECORD | LOCATION |
|--|---------------|------------------|------|------------|------------|--|--|
| Sanitation and Safety | HCTM-100 | Full Year Format | TBA | TBA | TBA | <input type="checkbox"/> CC <input checked="" type="checkbox"/> HS | <input type="checkbox"/> CC <input checked="" type="checkbox"/> HS |
| Culinary Production and Operations for Hospitality Professionals | HCTM-110 | Full Year Format | TBA | TBA | TBA | <input type="checkbox"/> CC <input checked="" type="checkbox"/> HS | <input type="checkbox"/> CC <input checked="" type="checkbox"/> HS |

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c) (1)*):

SCHOOL DISTRICT: Counselors and lead teachers select students based on academic readiness and the alignment of the course content to students' and educational goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria: 1) Alignment with high school and college program of study. 2) Potential for course completion to accelerate students' time to complete a post-secondary degree or certificate.

2. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

| COURSE NAME | TEXT | COST | OTHER INSTRUCTIONAL MATERIALS | COST |
|--|--|------|-------------------------------|------|
| Sanitation and Safety | Foundations of Restaurant Management & Culinary Arts, National Restaurant Assn. and Pearson Introduction to Hospitality, 3rd edition, John Walker, Prentice-Hall Publishing Co., On Culinary, 5th edition, Labensky, Hause and Martel, Prentice-Hall Publishing Co., | | | |
| Culinary Production and Operations for Hospitality Professionals | Foundations of Restaurant Management & Culinary Arts, National Restaurant Assn. and Pearson Introduction to Hospitality, 3rd edition, John Walker, Prentice-Hall Publishing Co., On Culinary, 5th edition, Labensky, Hause and Martel, Prentice-Hall Publishing Co., | | | |

3. MANDATED ANNUAL STATE REPORTING

- a. Napa Valley College and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of Napa Valley College full-time equivalent students generated by CCAP Agreement partnership participants.
- b. Napa Valley College and SCHOOL DISTRICT shall each year report the annual total number of unduplicated high school student headcount by school site enrolled under the CCAP Agreement, aggregated by gender and ethnicity and reconciled on or before July 15th of the reporting year, and the information shall be reported in compliance with all applicable state and federal privacy laws. The Napa Valley College shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1) (A)*
- c. Napa Valley College and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t) (1) (B)*
- d. Napa Valley College and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t) (1) (C)*
- e. Napa Valley College and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t) (1) (D)*
- f. Napa Valley College and SCHOOL DISTRICT shall ensure that the point of contact for each site establishes protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

4. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. Napa Valley College and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. Napa Valley College shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

5. PRIVACY OF STUDENT RECORDS

- a. Napa Valley College and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP Agreement course 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). Napa Valley 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. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** Napa Valley College and SCHOOL DISTRICT shall use each student education record that is collected pursuant to this CCAP Agreement solely for a purpose(s) consistent with Napa Valley College and SCHOOL DISTRICT authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** Napa Valley 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.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, Napa Valley College and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent.

6. FACILITIES USE

- a. Napa Valley College and SCHOOL DISTRICT shall adhere to the terms outlined in Section 17, Facilities, of this CCAP Agreement.
- b. Napa Valley College, as part of Section 17 of this CCAP Agreement, shall extend access and use of the following Napa Valley College facilities:

| BUILDING | CLASSROOM | DAYS | HOURS |
|----------|-----------|------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

Executed on 5/12/21

By: Erin Smith-Hagberg

Dr. Erin Smith-Hagberg
Superintendent
Calistoga Joint Unified School District

By: Sara Parker

Dr. Sara Parker
Assistant Superintendent
Vice President of Academic Affairs
Napa Valley College