



**Classified Human Resources  
PERSONNEL COMMISSION**

255 W. Stanley Avenue, Suite 100  
Ventura, California 93001  
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[www.venturausd.org](http://www.venturausd.org)

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To: Dr. Roger Rice, Superintendent

From: Andrea Crouch, Director, Classified Human Resources

Date: September 24, 2019

Subject: Classified Personnel Changes

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The Personnel Commission approved the attached list at their August 29, 2019 meeting. This item is now on the consent section of the September 24, 2019 Board of Education meeting for Board approval.

**CONSENT AGENDA ITEMS  
PERSONNEL TRANSACTIONS REPORT  
TO PERSONNEL COMMISSION FOR APPROVAL: 8/29/2019**

**IT IS RECOMMENDED THE PERSONNEL COMMISSION FIND THAT THE FOLLOWING PERSONNEL TRANSACTIONS HAVE BEEN MADE PURSUANT TO ARTICLE 6 OF THE EDUCATION CODE (THE MERIT SYSTEM) AND THE PERSONNEL COMMISSION RULES AND REGULATIONS AND AUTHORIZE THE FORWARDING OF THE PERSONNEL TRANSACTIONS REPORT TO THE BOARD OF EDUCATION FOR APPROVAL.**

**PROBATIONARY APPOINTMENTS**

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GATTIAN, JEFFREY	BUS DRIVER	8/20/19	
GREEN, RAIN	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
GROENVELD, SHARON	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
HUSTED, AMY	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
JOHNSON, SANDRA	SCHOOL OCCUPATIONAL THERAPIST	8/20/19	
LOPEZ, CONSUELO	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
MINKS, MASAYO	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
MONSON, HANNAH	EDUCATIONAL SIGN LANG. INTERPRETER	8/16/19	
MONTERO, CHRISTINA STEPHANIE	EDUCATIONAL SIGN LANG. INTERPRETER	8/20/19	
OJEDA, REBEKAH	CHILD DEVELOPMENT TEACHER	8/19/19	
PEREZ, JUAN	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	PROMOTIONAL
RANDOLPH, DENISE	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
ROSADO, JASMINE	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	PROMOTIONAL
SANDLER, KAREN	EDUCATIONAL SIGN LANG. INTERPRETER	8/16/19	
SCHNEIDER, ALLISON ROSE	SCHOOL OCCUPATIONAL THERAPIST	8/20/19	
SHERWOOD, RENE	BUS DRIVER	8/20/19	
TALLEY, NADINE MARIE	EDUCATIONAL SIGN LANG. INTERPRETER	8/20/19	
VALDEZ, GRISELDA	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	
VISSER, NICOLAS	BUS DRIVER	8/20/19	
WY, MARIA THERESA	PARAEDUCATOR SPECIAL EDUCATION	8/20/19	

**PERMANENT TO PROBATIONARY**

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CANCHOLA, XAVIER	DELEGATED BEHIND THE WHEEL TRAINER	8/14/19	
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**PROBATIONARY TO PERMANENT**

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DANE BROCK, SHARILYN	SCHOOL ADMINISTRATIVE ASSISTANT III	8/13/19	
ELLIS, DIANA	ACCOUNTING SUPERVISOR	8/1/19	

## LIMITED TERM, PROVISIONAL

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CASTRO, CARLICIA	CUSTODIAN	6/17/19
CAZARES DAVALOS, KENA	SCHOOL ADMINISTRATIVE ASSISTANT I	6/11/19
CORTES, PATRICIA	OFFICE ASSISTANT	7/31/19
DE LA CRUZ, MARCELA	OFFICE ASSISTANT	7/30/19
GUERRERO, ARIANA	OFFICE ASSISTANT	7/30/19
GUZMAN, CHRISTINE	CHILD CARE ASSISTANT	6/7/19
LOPEZ, ALICIA	OFFICE ASSISTANT	6/18/19
LOWE, MARIE	ASB ACCOUNTING TECHNICIAN	7/29/19
MIJARES, DANIELLE	CUSTODIAN	6/17/19
PEREZ, CARLOS	WAREHOUSE WORKER/DELIVERY DRIVER	6/17/19
SHEAN, ERIN	ELEMENTARY SCHOOL SERVICES ASSISTANT	6/18/19
WHITEFORD, DAWN	SENIOR OFFICE ASSISTANT	6/14/19

## CHANGE OF STATUS

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ABUGHAZALEH, AMAL	PARAEDUCATOR SPECIAL EDUCATION	8/20/19: CHANGE IN HOURS--3.00 HRS TO 4.50 HRS; SAME POSITION
AGUIRRE, ANITA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 <sup>2</sup> ROUTE BIDDING--7.25 HRS/DAY TO 7.50 HRS/DAY
ANDERSON, SIDIA	PARAEDUCATOR SPECIAL EDUCATION	8/20/19: CHANGE IN HOURS--28.75 HRS PER WEEK TO 30.25 HRS PER WEEK; SAME POSITION
ATKINS, DAVID	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 <sup>2</sup> ROUTE BIDDING--4.50 HRS/DAY TO 4.25 HRS/DAY
BRANT, JAN	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 <sup>2</sup> ROUTE BIDDING--5.00 HRS/DAY TO 4.75 HRS/DAY
BROWN, SARAH	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
BURKHART, SHEILA	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
CANO, ELVA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 <sup>2</sup> ROUTE BIDDING--6.25 HRS/DAY TO 6.50 HRS/DAY
CASTRO, REBECA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 <sup>2</sup> ROUTE BIDDING--6.50 HRS/DAY TO 6.00 HRS/DAY
CORNEJO, MIRIAM	PARAEDUCATOR SPECIAL EDUCATION	8/20/19: CHANGE IN HOURS--28.75 HRS PER WEEK TO 30.25 HRS PER WEEK; SAME POSITION
COYLE, CAROL	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 <sup>2</sup> ROUTE BIDDING--6.00 HRS/DAY TO 6.25 HRS/DAY

CRANFILL, KIRSTIN	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.50 HRS/DAY TO 5.25 HRS/DAY
DE LA CRUZ, MARCELA	PARENT-TEACHER LIAISON	8/21/19: CHANGE IN HOURS--3.52 HRS PER WEEK/143 DAYS TO 31.50 HRS PER WEEK/ 180 DAYS; SAME POSITION
DICKERSON, CARMEN	NOON DUTY / PLAYGROUND SUPERVISOR	8/21/19: CHANGE IN HOURS--6.50 HRS PER WEEK TO 9.25 HRS PER WEEK; SAME POSITION
FELKINS, LISA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.65 HRS/DAY TO 5.00 HRS/DAY
FERNANDEZ, NANCY	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.00 HRS/DAY TO 6.25 HRS/DAY
GOMEZ, PATRICIA	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
GUERRERO BRAVO, JUANA	NOON DUTY / PLAYGROUND SUPERVISOR	8/21/19: CHANGE IN HOURS--3.00 HRS TO 4.00 HRS; SAME POSITION
HARRISON, DAVID	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 5.00 HRS/DAY
LOPEZ, FRANCISCO	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--6.25 HRS/DAY TO 6.50 HRS/DAY
LOPEZ, MARIA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 6.25 HRS/DAY
MAHONEY, CALI	PARAEDUCATOR SPECIAL EDUCATION	8/20/19: ASSIGNMENT CHANGE, SAME LOCATION & TIME BASE
MANDUJANO, SUHEY	PARAEDUCATOR	8/21/19: CHANGE IN HOURS--3.00 HRS TO 4.50 HRS; SAME POSITION
MANN, KIMBERLY	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.00 HRS/DAY TO 5.25 HRS/DAY
MANRIQUEZ, ARCINA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--6.00 HRS/DAY TO 5.00 HRS/DAY
MARTINEZ, DANIELLE	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 5.25 HRS/DAY
MC CASLIN, MELISSA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.50 HRS/DAY TO 5.25 HRS/DAY
MENDEZ, JOSE CARLOS	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--6.20 HRS/DAY TO 6.25 HRS/DAY
MINERO, MIGUEL	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 4.50 HRS/DAY

MONTANEZ, DIONISIO	CAMPUS SUPERVISOR	8/21/16: CHANGE IN HOURS--22.50 HRS PER WEEK TO 33.25 HRS PER WEEK; SAME POSITION
NAJIEB, FATIMAH	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.75 HRS/DAY TO 6.00 HRS/DAY
OLID, NATHAN	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.50 HRS/DAY TO 6.00 HRS/DAY
PAYNE, MARTHA	NOON DUTY / PLAYGROUND SUPERVISOR	8/21/19: CHANGE IN HOURS--1.50 HRS PER WEEK TO 2.75 HRS PER WEEK; SAME POSITION
QUIRARTE, NANCY	CUSTODIAN	7/29/19: REINSTATEMENT FROM RE-EMPLOYMENT LIST (BENEFITS EXHAUSTION) @BUENA HIGH
RODRIGUEZ JIMENEZ, JOSEFINA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.50 HRS/DAY TO 5.25 HRS/DAY
RUBALCAVA, LIDIA	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.50 HRS/DAY TO 4.75 HRS/DAY
SMITH, KIRK	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--4.50 HRS/DAY TO 6.00 HRS/DAY
THOMAS, PHYLLIS	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.25 HRS/DAY TO 5.50 HRS/DAY
TORRES, BERTHA	PARAEDUCATOR SPECIAL EDUCATION	8/19/16: CHANGE IN HOURS--20.50 HRS PER WEEK TO 28.75 HRS PER WEEK; SAME POSITION
VALERIO, LAURIE	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.00 HRS/DAY TO 5.50 HRS/DAY
VELASCO, BLANCA	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
VENERACION, JOHN	CERTIFIED OCCUPATIONAL THERAPY ASST.	8/20/19: REINSTATEMENT @ ITINERANT / SPECIAL EDUCATION DEPT.
WOODS, THOMAS	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.50 HRS/DAY TO 6.00 HRS/DAY
WOODWARD, MARGARET	BUS DRIVER	8/20/19: ROUTE CHANGE ONLY, 2019-2020 ROUTE BIDDING--SAME TIME BASE
YOUTZ, MARCIE	BUS DRIVER	8/20/19: CHANGE IN HOURS, 2019-2020 ROUTE BIDDING--5.25 HRS/DAY TO 5.75 HRS/DAY

## LEAVE OF ABSENCE

ARGUETA, JODIE	EMPLOYEE BENEFITS SPECIALIST	7/1/19 - 8/20/19 (25% LEAVE)
ARIZAGA, CARMEN	SCHOOL SUPPORT SECRETARY	8/2/19 - 8/2/20
ROSARIO, AMY	BEHAVIOR SUPPORT ASSISTANT	8/20/19 - 1/5/20

## WORKING OUT OF CLASSIFICATION

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BARRERA, JAVIER	GROUPS MAINTENANCE WORKER I FACILITIES SERVICES	7/1-3,8-12,15-19,22-26,30-31/19
BEATTIE, NEIL	MAINTENANCE MANAGER FACILITIES SERVICES	7/11/19
CARRILLO, STEVEN	HEAD CUSTODIAN I FACILITIES SERVICES	7/1-3,8-12,15-19,22-26/19
CLARK, ANNA	EXECUTIVE ASSISTANT CERTIFICATED HR / ESC	7/22-26,29-31/19
COOPER, DANIEL	MAINTENANCE MANAGER FACILITIES SERVICES	7/26,29-31/19
FLORES, MARCO	LEAD GROUNDS MAINTENANCE WRKR FACILITIES SERVICES	7/18-19,22-26,29/19
HERNANDEZ, ALFREDO	GROUPS MAINTENANCE WORKER II FACILITIES SERVICES	7/1-3,8-12,15-19,23-26,29-31/19
JONES, JERRY	LEAD BUILDING TRADES MECHANIC FACILITIES SERVICES	7/26,29-31/19
LASSICH, SHARI	LEAD CUSTODIAN FACILITIES SERVICES	7/2-3,15,19/19
MENDOZA, PEDRO	LEAD CUSTODIAN FACILITIES SERVICES	7/5,8,30/19
MOSS, IAN	HEAD CUSTODIAN II FACILITIES SERVICES	7/29-31/19
ROCHE, CHRISTOPHER	HEAD CUSTODIAN II FACILITIES SERVICES	7/2-3,5,8,15,30/19
RODRIGUEZ, NOAH	CARPENTER FACILITIES SERVICES	7/15-17,19,23-26,29-31/19
SAINT, RICHARD	DIR., MAINTENANCE AND OPERATIONS FACILITIES SERVICES	7/19,26,29-31/19
SILVA, RAFAEL	HEAD CUSTODIAN II FACILITIES SERVICES	7/1-3,5,8-12,15-18/19
VARGAS, JESUS	METAL WORKER-WELDER FACILITIES SERVICES	7/11-12,15,19,29,31/19

## SEPARATION FROM SERVICE

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ALLEN, NATALEE	PARAEDUCATOR SPECIAL EDUCATION	7/22/19
ARDISSONI, CARLA	ELEMENTARY SCHOOL SERVICES ASSISTANT	8/14/19 1 OF 2 POSITIONS
BENNETT, SAMUEL	CAMPUS SUPERVISOR	8/14/19
CLANCY, VERONICA	CAMPUS SUPERVISOR	8/6/19
CLAUDIO, ANGELICA	PARAEDUCATOR SPECIAL EDUCATION	8/9/19
DERBY, GWENDOLYN	CHILD NUTRITION ASSISTANT I	7/12/19
GARZA, BLANCA	CHILD DEVELOPMENT TEACHER	6/28/19 RETIRED WITH 17 YOS

GINSBERG, KATHY	ELEMENTARY SCHOOL SERVICES ASSISTANT	6/21/19	RETIRED WITH 6 YOS
GOMEZ, MARTHA	NOON DUTY / PLAYGROUND SUPERVISOR	8/16/19	
HOPKINS, CASSANDRA	PARAEDUCATOR SPECIAL EDUCATION	7/24/19	
JOHNSON, REBECCA	SENIOR OFFICE ASSISTANT	6/25/19	
JORDAN, MICHELLE	PARAEDUCATOR SPECIAL EDUCATION	8/12/19	
LESEBERG, DIANE	ELEMENTARY SCHOOL SERVICES ASSISTANT	6/20/19	RETIRED WITH 16 YOS
LESEBERG, DIANE	OFFICE ASSISTANT	6/20/19	RETIRED WITH 16 YOS
METZ, MICHELLE	BEHAVIOR SUPPORT ASSISTANT	7/18/19	ACCEPTED VUSD CERTIFICATED POSITION
MORIN, MAHIKA	PARAEDUCATOR SPECIAL EDUCATION	8/7/19	
REAL, MONIKA	PARAEDUCATOR SPECIAL EDUCATION	8/7/19	
REYNA, REYNALDO	CHILD NUTRITION ASSISTANT I	8/19/19	
SMITH, DEBRA	OFFICE ASSISTANT	6/19/19	RETIRED WITH 18 YOS
STEVENSON, RONDA	PARAEDUCATOR SPECIAL EDUCATION	8/19/19	
TORRES, ASHLEY	PARAEDUCATOR SPECIAL EDUCATION	7/31/19	



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**10To:** Dr. Roger Rice, Superintendent  
**From:** Betsy George  
Assistant Superintendent, Business Services  
**Date:** September 20, 2019  
**Subject: September 24, 2019 BOE Meeting Attachments**

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The attached items pertain to the following agenda items:

Consent item 13 Cronies Sports Grill Sponsorship Agreement

Consent item 14 Student Teaching & Practicum Agreements

- CA State University, Channel Islands - Student Teacher
- CA State University, Channel Islands - 2 Teacher Interns
- CA State University, Channel Islands - Early Childhood Teacher
- CA State University, Fullerton - Student Teacher
- Ventura County Community College District - Student Teacher

Consent item 15 Transition Partnership Project (TPP) Agreements

- Macys
- Old Navy
- Paw Works
- Sears/Lands End

Consent item 20 Purchase Orders List (August 28, 2019 – September 10, 2019)

Buena High School  
5670 Telegraph Rd.  
Ventura, Ca. 93003

**Buena High School  
Sponsorship Agreement**

**THIS AGREEMENT** made September 13, 2019 by and between Ventura Unified School District (First Party & Owner) and Cronies Sports Grill – 2855 Johnson Dr, Ventura, CA 93003 (Second Party & Sponsor)

**WITNESSETH:** That in consideration of the mutual covenants and agreements to be kept and performed on the part of said parties hereto, respectively as herein stated, the said party of the first part does hereby covenant and agree it shall:

- I. That the Owner shall provide the following rights to Cronies Sports Grill:
  - (a) Name recognition to be placed at a mutually agreed upon location and mutually agreed upon size and design above the scoreboard in the visitor side sign space.
  - (b) Ventura Unified School District agrees to share any written concerns (if any) with all parties.
  
- II. In consideration of the full performance by Owner of all of its obligations hereunder and of all rights granted hereunder to the Sponsor, Cronies Sports Grill shall provide the Owner with the following:
  - (a) A cash donation in the amount of \$4,000 per year for four (4) years to be paid to the Buena High School Football program, or it's booster club, no later than 30 days after the date of installation of the sign. Each subsequent annual donation per this agreement shall occur within 15 days of the month and date of installation.
  - (b) The name recognition signage will be provided by, installed and maintained by the Owner in accordance with VUSD maintenance.
  
- III. Other terms to be observed by and between the parties:
  - (a) Owner hereby grants Cronies Sports Grill exclusive signage rights to the visitor side sign space above the scoreboard in the Buena High School Stadium. The term for such signage shall be for the length of four (4) years

with the first option of renewal per agreement from both parties at the amount of \$4,000 per year.

- (b) Owner hereby grants to Cronies Sports Grill announced advertisement of sponsorship at home Varsity football games.
- (c) Ventura Unified School District may cancel this agreement after 1 year with 30 days advance written notice.
- (d) Owner and Sponsor hereby agree this contract shall expire four (4) years after the date of installation of the sign.

This agreement shall be binding upon the parties, their successors, assigns and personal representatives. This agreement shall be enforced under the laws of the State of California.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date first above written.

**Owner/Organization (Ventura Unified School District):**

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

Printed name: Bobbi Powers

Title: Principal Date: \_\_\_\_\_

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

Printed name: Dr. Roger Rice

Title: Superintendent Date: \_\_\_\_\_

**Sponsor:**

Name of Sponsor/Organization: Cronies Sports Grill

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

Printed name: \_\_\_\_\_

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

## CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS Student Teaching Agreement-Credential Programs

This Agreement entered into between the Trustees of the California State UNIVERSITY on behalf of California State UNIVERSITY Channel Islands, hereafter referred to as "UNIVERSITY," and the **Ventura Unified, the School District CA.** thereafter referred to as "AGENCY".

WHEREAS, AGENCY and UNIVERSITY desire to enter into an agreement for AGENCY to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the UNIVERSITY; and

NOW, THEREFORE, it is mutually agreed between the UNIVERSITY and AGENCY as follows:

1. The Term of this Agreement is July 1, 2019 through June 30, 2022, with the option to either party to review and terminate the Agreement at the end of each year by providing written notice of termination to the other party on or before June 30 of each year.
2. AGENCY shall provide to the UNIVERSITY students, teaching experience through practice teaching in schools and classes of AGENCY. Such practice teaching shall be provided in such schools or classes of AGENCY and under the direct supervision and instruction of such employees of AGENCY, as AGENCY and the UNIVERSITY, through their duly authorized representative, may agree upon.
3. AGENCY may refuse to accept for practice teaching any student of the UNIVERSITY assigned to practice teaching in AGENCY, and upon request of AGENCY, the UNIVERSITY shall terminate the assignment of any student of the UNIVERSITY to practice teaching in the AGENCY.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of AGENCY, in the schools or classrooms in which the practice teaching is provided.

4. The UNIVERSITY Department of Education will work with AGENCY to ensure the student follows and completes the California state's requirement for fingerprinting/background checks prior to student teaching. The UNIVERSITY will also obtain from student and keep on file a clear TB test for each semester.
5. An assignment of a student of the UNIVERSITY to practice teaching in classes of AGENCY shall be, at the discretion of the UNIVERSITY for a minimum of 16 weeks of student teaching, each semester, for two semesters of the school year (i.e., fall and spring). UNIVERSITY students enrolled in (EDMS 586, EDSS 586, and SPED 586) classes during the fall semester will spend a minimum of three days per week at an assigned school at AGENCY. UNIVERSITY students enrolled in (EDMS 592, EDSS 592, and SPED 592) classes during the spring semester will spend a minimum of three days per week at an assigned school at AGENCY. Candidates must complete a minimum of 300 hours in each semester's placement.

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
Student Teaching Agreement-Credential Programs**

5.1 Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided to the student by AGENCY.

6. At no time shall a student be considered or become an employee of AGENCY. The practice teaching is for the benefit of the student, and students do not displace regular employees. The UNIVERSITY shall inform the students that they are not entitled to wages or employee benefits for the time spent at AGENCY in practice teaching. Further, Students are not employees of the UNIVERSITY.

7. **Indemnification:**

The parties hereto shall indemnify and hold each other harmless from any and all claims, losses, damages or injuries to person or property, and all costs, expenses and attorney's fees incurred in connection therewith, caused by the negligence or intentional acts of the indemnifying party, its agents or employees, arising out of performance of this Agreement.

8. **Insurance**

It is understood and agreed that the UNIVERSITY will maintain insurance (self-group) programs to fund its liabilities under or arising from the Agreement.

The UNIVERSITY agrees to procure and provide the SPLIP (Student Professional Liability Insurance Program) as a "claims made" policy with at least One Million Dollars (\$1,000,000) minimum limit for each occurrence and at least Three Million Dollars (\$3,000,000) aggregate for all covered parties, and not per student. Coverage is provided for claims which are both: (1) first made against the Insured during the policy period; and (2) reported to the Carrier as soon as practical, but not later than three (3) years after the policy period. AGENCY will be considered an additional insured on the student's general liability policy. The UNIVERSITY agrees that AGENCY shall be an additional named insured under the SPLIP.

9. **Arbitration**

In the event any dispute or controversy arising out this Agreement cannot be settled by the parties, such controversy or dispute shall be submitted to arbitration in Ventura California, and for this purpose each party hereby expressly consents to such arbitration in such place. In the event the parties cannot mutually agree upon an arbitrator and procedure to settle their dispute or controversy within fifteen (15) days after written demand by one of the parties for arbitration, then the dispute or controversy shall be arbitrated by a single arbitrator pursuant to the then-existing rules and regulations of the American Arbitration Association governing commercial transactions. The decision of the arbitrator shall be binding upon the parties hereto for all purposes, and judgement to enforce any such binding decision may be entered in Superior Court, Ventura County court.

## CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS Student Teaching Agreement-Credential Programs

10. Compliance with Laws: Harassment Policy:

The UNIVERSITY acknowledge and agree that student will comply with all applicable laws and regulations. The UNIVERSITY acknowledges receipt of AGENCY's policy against harassment, including but not limited to sexual harassment, and agrees that student and UNIVERSITY will abide by said policy at all times.

- 10.1 Before assigning student to AGENCY, the UNIVERSITY will instruct such student on applicable UNIVERSITY and federal laws relating to unlawful discrimination (including harassment).
- 10.2 The UNIVERSITY will also instruct student on state and federal laws related to the Family Educational Rights and Privacy Act (FERPA).

11. CSU POLICIES, RULES AND REGULATIONS – TITLE IX

As established under California State UNIVERSITY Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. UNIVERSITY provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities.

AGENCY agrees to abide by all CSU policies to the extent such policies apply to UNIVERSITY students, staff, faculty and guests, including CSU policies prohibiting discrimination, harassment, and retaliation of all students, employees and third parties in CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

**CSU Executive Order 1096** "Systemwide *Policy* Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide *Procedure* for Addressing Such Complaints by Employees and Third Parties"

<http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html>

**CSU Executive Order 1097** "Systemwide *Policy* Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide *Procedure* for Addressing Such Complaints by Students"

<http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html>

UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
Student Teaching Agreement-Credential Programs

discrimination, harassment or retaliation by AGENCY will result in the immediate termination of this agreement and immediate departure of the STUDENT from the AGENCY premises, regardless of the status of the UNIVERSITY's investigation.

11. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.
12. Any notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:  
Brian Sevier  
Dean, School of Education  
(805) 437-2073  
brian.sevier@csuci.edu

AGENCY:  
Ventura Unified School District  
Marie Corral  
Certificated Human Resources  
(805) 641-5000 x1153  
Marie.Corral@venturausd.org

IN WITNESS WHEREOF, this Agreement has been fully executed by the parties as of the date last written below.

For CSU Channel Islands

  
Rhonda Florick  
Procurement & Contract Services

08/23/2019

Date

For Agency

  
Elizabeth George

9/5/19

Date

Elizabeth George

Print Name  
Assistant Superintendent of  
Business Services

Print Title

California State University Channel Islands  
School of Education  
Internship Placement Site Agreement (Paid)

***Important: This AGREEMENT should only be used when a CSU Channel Islands INTERN is paid by an Internship Site, and will receive academic credit for work performed.***

This AGREEMENT pertains to one INTERN's internship opportunity.

Student INTERN: Suzanne Cook / suzanne.cook854@mysuci.edu      INTERN's Phone Number: 909/997-8139  
(Full name of INTERN)

This AGREEMENT entered into between the Trustees of the California State University on behalf of California State University Channel Islands, hereafter referred to as "UNIVERSITY," and Ventura Unified School District, thereafter referred to as the "INTERNSHIP SITE".

**I. STATEMENT OF PURPOSE**

INTERNSHIP SITE and UNIVERSITY recognize the opportunity for meaningful INTERN-focused learning experiences for the UNIVERSITY, INTERNSHIP SITE and INTERN. The UNIVERSITY supports the goals and objectives of the INTERNSHIP SITE program in which the INTERN will participate.

**II. RESPONSIBILITIES**

**A. INTERNSHIP SITE's responsibilities:**

1. California law may require the INTERNSHIP SITE to obtain INTERN's fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. It is the INTERNSHIP SITE's responsibility to: 1) determine whether such fingerprinting is required; 2) obtain the INTERN's fingerprints; and 3) obtain criminal background clearance from the appropriate agency, and 4) incur the costs of fingerprinting.
2. Inform INTERN of the need for a tuberculosis test; testing shall be at the expense of the INTERN or INTERNSHIP SITE; maintain the confidentiality of any results as required by federal and state law.
3. Identify the INTERN's support provider. The support provide must meet with the INTERN regularly at least two to four hours a week to facilitate the INTERN's learning experience, provide support, review progress on assigned tasks, verify the hours spent with the INTERN and give feedback.
4. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the INTERNSHIP SITE's operations, services, clients and students; a discussion concerning safety policies and emergency procedures; and information detailing where INTERNS check-in and how they log their time.
5. Provide INTERN with a written description of the INTERN's tasks and responsibilities.

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Internship Placement Site Agreement (Paid)

6. Provide appropriate training, equipment, materials and work area for INTERNS prior to INTERNS performing assigned tasks or working with the INTERNSHIP SITE's clients/students.
7. Evaluate the INTERN if requested by the UNIVERSITY and contact the UNIVERSITY if the INTERN fails to perform assigned tasks or engages in misconduct.
8. Notify the UNIVERSITY as soon as is reasonably possible of any injury or illness to INTERN participating in a learning activity at the INTERNSHIP SITE.
9. Provide INTERN with two release days a semester to observe other teachers in their classrooms that will be arranged by the university supervisor. The district takes responsibility for funds associated with the release days.

B. UNIVERSITY's responsibilities

1. Advise that INTERN agrees to participate in all training required by the INTERNSHIP SITE.
2. Advise that INTERN agrees to exhibit professional, ethical and appropriate behavior when at the INTERNSHIP SITE.
3. Advise that INTERN agrees to complete all assigned tasks and responsibilities in a timely and efficient manner.
4. Advise that INTERN agrees to abide by the INTERNSHIP SITE's rules and standards of conduct.
5. Advise that INTERN agrees to maintain the confidentiality of the INTERNSHIP SITE's proprietary information, records and information concerning its clients/students.
6. The UNIVERSITY will advise INTERN that neither the UNIVERSITY nor the INTERNSHIP SITE assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation a learning activity at the INTERNSHIP SITE.
7. Provide the INTERN with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$3,000,000 general aggregate. This insurance is activated upon full execution of this AGREEMENT.

**III. GENERAL PROVISIONS**

- A. This AGREEMENT will become effective upon its execution by both INTERNSHIP SITE and UNIVERSITY, for the specific period beginning on August 20, 2019, and ending on June 12, 2020, or until terminated by either party after giving the other party 30 days advance written notice of the intention to terminate; however, any such termination by the INTERNSHIP SITE will not be effective against any participating INTERN until the INTERN has completed the internship term or as mutually agreed upon by the parties.

California State University Channel Islands  
School of Education  
Internship Placement Site Agreement (Paid)

- B. The INTERNSHIP SITE and the UNIVERSITY agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this AGREEMENT. This paragraph will survive expiration or termination of this AGREEMENT.
- C. Both the UNIVERSITY and INTERNSHIP SITE agree to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- D. Arbitration - In the event any dispute or controversy arising out this Agreement cannot be settled by the parties, such controversy or dispute shall be submitted to arbitration in Ventura California, and for this purpose each party hereby expressly consents to such arbitration in such place. In the event the parties cannot mutually agree upon an arbitrator and procedure to settle their dispute or controversy within fifteen (15) days after written demand by one of the parties for arbitration, then the dispute or controversy shall be arbitrated by a single arbitrator pursuant to the then-existing rules and regulations of the American Arbitration Association governing commercial transactions. The decision of the arbitrator shall be binding upon the parties hereto for all purposes, and judgement to enforce any such binding decision may be entered in Superior Court, Ventura County court.
- E. The INTERNSHIP SITE may dismiss INTERN if the INTERN violates its standards, mission or goals. The INTERNSHIP SITE will document its rationale for terminating INTERN and provide the UNIVERSITY with a copy of the rationale upon request.
- F. The INTERN, if paid by the INTERSHIP SITE while participating in this internship at the INTERNSHIP SITE is not an officer, employee, agent or volunteer of the UNIVERSITY.
- G. Nothing contained in this AGREEMENT confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the UNIVERSITY.
- H. This AGREEMENT may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations.
- I. Any notices required by this AGREEMENT will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:

Name Julia Newman  
Faculty Advisor  
(805) 437- 3327  
julia.newman @csuci.edu

INTERNSHIP SITE:

Name Nannette Pecel  
Title Internship Coordinator  
Telephone (805) 641-5000 x1158  
Email Address nanette.pecel@venturausd.org

California State University Channel Islands  
School of Education  
Internship Placement Site Agreement (Paid)

III. CSU POLICIES, RULES AND REGULATIONS – TITLE IX

As established under California State University Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. UNIVERSITY provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities.

INTERNSHIP SITE agrees to abide by all CSU policies to the extent such policies apply to UNIVERSITY INTERNS, staff, faculty and guests, including CSU policies prohibiting discrimination, harassment, and retaliation of all INTERNS, employees and third parties in CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

**CSU Executive Order 1096** "Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties"  
<http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html>

**CSU Executive Order 1097** "Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against INTERNS and Systemwide Procedure for Addressing Such Complaints by INTERNS"  
<http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html>

UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible discrimination, harassment or retaliation by INTERNSHIP SITE will result in the immediate termination of this AGREEMENT and immediate departure of the INTERN from the INTERNSHIP SITE premises, regardless of the status of the UNIVERSITY's investigation.

**Representation on Authority of Signatories:** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

IN WITNESS WHEREOF, this AGREEMENT has been fully executed by the parties as of the date last written below.

For UNIVERSITY   
Name Rhonda Florick  
Title Services Buyer Date 08/27/2019

Procurement & Contract Services  
1 University Drive  
Camarillo CA 93012  
805/437-8592

For INTERNSHIP SITE   
Name Elizabeth George (Betsy)  
Title Assistant Superintendent Date 9/11/19

Address: 255 W Stanley Ave Suite 100  
Ventura, CA 93001  
805/641-5000

California State University Channel Islands  
School of Education  
Internship Placement Site Agreement (Paid)

***Important: This AGREEMENT should only be used when a CSU Channel Islands INTERN is paid by an Internship Site, and will receive academic credit for work performed.***

This AGREEMENT pertains to one INTERN's internship opportunity.

Student INTERN: Ellen Harrison / ellen.harrison682@myci.csuci.edu      INTERN's Phone Number: 805/766-5630  
(Full name of INTERN)

This AGREEMENT entered into between the Trustees of the California State University on behalf of California State University Channel Islands, hereafter referred to as "UNIVERSITY," and Ventura Unified School District, thereafter referred to as the "INTERNSHIP SITE".

**I. STATEMENT OF PURPOSE**

INTERNSHIP SITE and UNIVERSITY recognize the opportunity for meaningful INTERN-focused learning experiences for the UNIVERSITY, INTERNSHIP SITE and INTERN. The UNIVERSITY supports the goals and objectives of the INTERNSHIP SITE program in which the INTERN will participate.

**II. RESPONSIBILITIES**

**A. INTERNSHIP SITE's responsibilities:**

1. California law may require the INTERNSHIP SITE to obtain INTERN's fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. It is the INTERNSHIP SITE's responsibility to: 1) determine whether such fingerprinting is required; 2) obtain the INTERN's fingerprints; and 3) obtain criminal background clearance from the appropriate agency, and 4) incur the costs of fingerprinting.
2. Inform INTERN of the need for a tuberculosis test; testing shall be at the expense of the INTERN or INTERNSHIP SITE; maintain the confidentiality of any results as required by federal and state law.
3. Identify the INTERN's support provider. The support provide must meet with the INTERN regularly at least two to four hours a week to facilitate the INTERN's learning experience, provide support, review progress on assigned tasks, verify the hours spent with the INTERN and give feedback.
4. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the INTERNSHIP SITE's operations, services, clients and students; a discussion concerning safety policies and emergency procedures; and information detailing where INTERNS check-in and how they log their time.
5. Provide INTERN with a written description of the INTERN's tasks and responsibilities.

California State University Channel Islands  
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6. Provide appropriate training, equipment, materials and work area for INTERNS prior to INTERNS performing assigned tasks or working with the INTERNSHIP SITE's clients/students.
7. Evaluate the INTERN if requested by the UNIVERSITY and contact the UNIVERSITY if the INTERN fails to perform assigned tasks or engages in misconduct.
8. Notify the UNIVERSITY as soon as is reasonably possible of any injury or illness to INTERN participating in a learning activity at the INTERNSHIP SITE.
9. Provide INTERN with two release days a semester to observe other teachers in their classrooms that will be arranged by the university supervisor. The district takes responsibility for funds associated with the release days.

B. UNIVERSITY's responsibilities

1. Advise that INTERN agrees to participate in all training required by the INTERNSHIP SITE.
2. Advise that INTERN agrees to exhibit professional, ethical and appropriate behavior when at the INTERNSHIP SITE.
3. Advise that INTERN agrees to complete all assigned tasks and responsibilities in a timely and efficient manner.
4. Advise that INTERN agrees to abide by the INTERNSHIP SITE's rules and standards of conduct.
5. Advise that INTERN agrees to maintain the confidentiality of the INTERNSHIP SITE's proprietary information, records and information concerning its clients/students.
6. The UNIVERSITY will advise INTERN that neither the UNIVERSITY nor the INTERNSHIP SITE assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation a learning activity at the INTERNSHIP SITE.
7. Provide the INTERN with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$3,000,000 general aggregate. This insurance is activated upon full execution of this AGREEMENT.

**III. GENERAL PROVISIONS**

- A. This AGREEMENT will become effective upon its execution by both INTERNSHIP SITE and UNIVERSITY, for the specific period beginning on August 20, 2019, and ending on June 12, 2020, or until terminated by either party after giving the other party 30 days advance written notice of the intention to terminate; however, any such termination by the INTERNSHIP SITE will not be effective against any participating INTERN until the INTERN has completed the internship term or as mutually agreed upon by the parties.

California State University Channel Islands  
School of Education  
Internship Placement Site Agreement (Paid)

- B. The INTERNSHIP SITE and the UNIVERSITY agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this AGREEMENT. This paragraph will survive expiration or termination of this AGREEMENT.
- C. Both the UNIVERSITY and INTERNSHIP SITE agree to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- D. Arbitration - In the event any dispute or controversy arising out this Agreement cannot be settled by the parties, such controversy or dispute shall be submitted to arbitration in Ventura California, and for this purpose each party hereby expressly consents to such arbitration in such place. In the event the parties cannot mutually agree upon an arbitrator and procedure to settle their dispute or controversy within fifteen (15) days after written demand by one of the parties for arbitration, then the dispute or controversy shall be arbitrated by a single arbitrator pursuant to the then-existing rules and regulations of the American Arbitration Association governing commercial transactions. The decision of the arbitrator shall be binding upon the parties hereto for all purposes, and judgement to enforce any such binding decision may be entered in Superior Court, Ventura County court.
- E. The INTERNSHIP SITE may dismiss INTERN if the INTERN violates its standards, mission or goals. The INTERNSHIP SITE will document its rationale for terminating INTERN and provide the UNIVERSITY with a copy of the rationale upon request.
- F. The INTERN, if paid by the INTERSHIP SITE while participating in this internship at the INTERNSHIP SITE is not an officer, employee, agent or volunteer of the UNIVERSITY.
- G. Nothing contained in this AGREEMENT confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the UNIVERSITY.
- H. This AGREEMENT may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations.
- I. Any notices required by this AGREEMENT will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:

Name Julia Newman  
Faculty Advisor  
(805) 437- 3327  
julia.newman @csuci.edu

INTERNSHIP SITE:

Name Nannette Pecel  
Title Internship Coordinator  
Telephone (805) 641-5000 x1158  
Email Address nannette.pecel@venturausd.org

California State University Channel Islands  
School of Education  
Internship Placement Site Agreement (Paid)

III. CSU POLICIES, RULES AND REGULATIONS – TITLE IX

As established under California State University Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. UNIVERSITY provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities.

INTERNSHIP SITE agrees to abide by all CSU policies to the extent such policies apply to UNIVERSITY INTERNS, staff, faculty and guests, including CSU policies prohibiting discrimination, harassment, and retaliation of all INTERNS, employees and third parties in CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

**CSU Executive Order 1096** "Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties"  
<http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html>

**CSU Executive Order 1097** "Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against INTERNS and Systemwide Procedure for Addressing Such Complaints by INTERNS"  
<http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html>

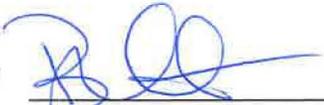
UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible discrimination, harassment or retaliation by INTERNSHIP SITE will result in the immediate termination of this AGREEMENT and immediate departure of the INTERN from the INTERNSHIP SITE premises, regardless of the status of the UNIVERSITY's investigation.

**Representation on Authority of Signatories:** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

IN WITNESS WHEREOF, this AGREEMENT has been fully executed by the parties as of the date last written below.

For UNIVERSITY   
Name Rhonda Florick  
Title Services Buyer Date 08/27/2019

Procurement & Contract Services  
1 University Drive  
Camarillo CA 93012  
805/437-8592

For INTERNSHIP SITE   
Name Elizabeth George (Betsy)  
Title Assistant Superintendent Date 9/11/19

Address: 255 W Stanley Ave Suite 100  
Ventura, CA 93001  
805/641-5000

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
Student Teaching Agreement-Early Childhood Studies**

This Agreement entered into between the Trustees of the California State UNIVERSITY on behalf of California State UNIVERSITY Channel Islands, hereafter referred to as "UNIVERSITY," and Ventura Unified School District, thereafter referred to as "AGENCY".

WHEREAS, AGENCY and UNIVERSITY desire to enter into an agreement for AGENCY to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the UNIVERSITY; and

NOW, THEREFORE, it is mutually agreed between the UNIVERSITY and AGENCY as follows:

1. The Term of this Agreement is **July 1, 2019 through June 30, 2022**, with the option to either party to review and terminate the Agreement at the end of each year by providing written notice of termination to the other party on or before June 30 of each year.
2. AGENCY shall provide to the UNIVERSITY students, teaching experience through practice teaching in schools and classes of AGENCY. Such practice teaching shall be provided in such schools or classes of AGENCY and under the direct supervision and instruction of such employees of AGENCY, as AGENCY and the UNIVERSITY, through their duly authorized representative, may agree upon.
3. AGENCY may refuse to accept for practice teaching any student of the UNIVERSITY assigned to practice teaching in AGENCY, and upon request of AGENCY, the UNIVERSITY shall terminate the assignment of any student of the UNIVERSITY to practice teaching in the AGENCY.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of AGENCY, in the schools or classrooms in which the practice teaching is provided

4. The UNIVERSITY Department of Education will work with AGENCY to ensure the Student follows and completes the California state's requirement for fingerprinting/background checks prior to student teaching. The UNIVERSITY will also obtain from Student and keep on file a clear TB test for each semester.
5. An assignment of a student of the UNIVERSITY to practice teaching in classes of AGENCY shall be, at the discretion of the UNIVERSITY for approximately 16 weeks of student teaching or for approximately 28 days for full time student teaching courses (ECS 461 & ECS 471). Students enrolled in other ECS Student Observing classes, not considered full time student teaching, will have varying time assignments. A student may be given more than one assignment by the UNIVERSITY to practice teaching in schools or classes.

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
Student Teaching Agreement-Early Childhood Studies**

5.1 Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided to the student by AGENCY.

6. At no time shall a student be considered or become an employee of AGENCY. The practice teaching is for the benefit of the student, and students do not displace regular employees. The UNIVERSITY shall inform the students that they are not entitled to wages or employee benefits for the time spent at AGENCY in practice teaching. Further, Students are not employees of the UNIVERSITY.

7. Indemnification:

The parties hereto shall indemnify and hold each other harmless from any and all claims, losses, damages or injuries to person or property, and all costs, expenses and attorney's fees incurred in connection therewith, caused by the negligence or intentional acts of the indemnifying party, its agents or employees, arising out of performance of this Agreement.

8. Insurance:

It is understood and agreed that the UNIVERSITY will maintain insurance (self-group) programs to fund its liabilities under or arising from the Agreement.

The UNIVERSITY agrees to procure and provide the SPLIP (Student Professional Liability Insurance Program) as a "claims made" policy with at least One Million Dollars (\$1,000,000) minimum limit for each occurrence and at least Three Million Dollars (\$3,000,000) aggregate for all covered parties, and not per student. Coverage is provided for claims which are both: (1) first made against the Insured during the policy period; and (2) reported to the Carrier as soon as practical, but not later than three (3) years after the policy period. AGENCY will be considered an additional insured on the student's general liability policy. The UNIVERSITY agrees that AGENCY shall be an additional named insured under the SPLIP.

9. Compliance with Laws: Harassment Policy:

The UNIVERSITY acknowledge and agree that student will comply with all applicable laws and regulations. The UNIVERSITY acknowledges receipt of AGENCY's policy against harassment, including but not limited to sexual harassment, and agrees that student and UNIVERSITY will abide by said policy at all times.

9.1 Before assigning student to AGENCY, the UNIVERSITY will instruct such student on applicable UNIVERSITY and federal laws relating to unlawful discrimination (including harassment).

9.2 The UNIVERSITY will also instruct student on state and federal laws related to the Family Educational Rights and Privacy Act (FERPA).

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS**  
**Student Teaching Agreement-Early Childhood Studies**

10. CSU POLICIES, RULES AND REGULATIONS – TITLE IX

As established under California State UNIVERSITY Executive Orders 1096 and 1097, it is CSU policy to provide equal opportunity for all persons regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, and military and veteran status in its programs and activities. UNIVERSITY provides equal accommodations, advantages, facilities, privileges and services for all members of the campus community, as well as third parties, in its programs and activities.

AGENCY agrees to abide by all CSU policies to the extent such policies apply to UNIVERSITY students, staff, faculty and guests, including CSU policies prohibiting discrimination, harassment, and retaliation of all students, employees and third parties in CSU educational programs and activities. CSU Executive Orders 1096 and 1097 are accessible here:

**CSU Executive Order 1096** “Systemwide *Policy* Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide *Procedure* for Addressing Such Complaints by Employees and Third Parties”

<http://www.calstate.edu/eo/EO-1096-rev-6-23-15.html>

**CSU Executive Order 1097** “Systemwide *Policy* Prohibiting Discrimination, Harassment and Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide *Procedure* for Addressing Such Complaints by Students”

<http://www.calstate.edu/eo/EO-1097-rev-6-23-15.html>

UNIVERSITY shall respond promptly and effectively to all reports of discrimination, harassment, and retaliation, and will take appropriate action to prevent, correct, cease, and when necessary, discipline behavior that violates this policy. Reports of possible discrimination, harassment or retaliation by AGENCY will result in the immediate termination of this agreement and immediate departure of the STUDENT from the AGENCY premises, regardless of the status of the UNIVERSITY’s investigation.

11. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
Student Teaching Agreement-Early Childhood Studies

12. Any notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:  
Brian Sevier  
Dean, School of Education  
(805) 437-2073  
brian.sevier@csuci.edu

AGENCY: Ventura Unified School District  
Loretta Galaviz  
Coordinator, Early Childhood Education  
and Teen Parenting  
Loretta.Galaviz@venturausd.org

IN WITNESS WHEREOF, this Agreement has been fully executed by the parties as of the date last written below.

For CSU Channel Islands

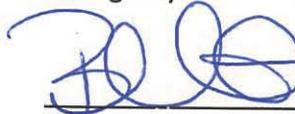


08/29/2019

Rhonda Florick  
Procurement & Contract Services

Date

For Agency



8/19/19

Signature

Date

BETSY GEORGE

Print Name

ASST SUP, BUS SERV

Print Title

**CALIFORNIA STATE UNIVERSITY, FULLERTON  
STUDENT TEACHING AGREEMENT**

**AGREEMENT NO. C19-0103**

THIS AGREEMENT is entered into by and between the State of California acting through the Trustees of the California State University on behalf of **California State University, Fullerton** ("University") and **Ventura Unified School District** ("Affiliate"), referred to herein singularly as "party" or collectively as "parties," for the TERM defined herein and with the mailing address as noted for each party.

**WHEREAS**, Affiliate is authorized to enter into agreements with University in order to provide teaching experience through practice teaching to students enrolled in teacher training curricula of University; and

**WHEREAS**, any such student enrolled in teacher training curricula of University who is assigned to a location under Affiliate jurisdiction shall be referred to herein as a "Student Teacher" or collectively as "Student Teachers"; and

**WHEREAS**, any such agreement may provide for an honorarium for services rendered by an employee of an Affiliate, each referred to herein as a "Supervising Teacher," of an amount not to exceed the actual cost to Affiliate for the services rendered by such Supervising Teacher; and

**WHEREAS**, it has been determined between the parties hereto that honorarium amount(s) authorized by University which are invoiced by and payable to Affiliate under this Agreement shall not exceed the actual cost to Affiliate for the services rendered by any Supervising Teacher; and

**WHEREAS**, each honorarium paid to Affiliate hereunder is intended to be transmitted promptly by the Affiliate to the Supervising Teacher as compensation for and recognition of services performed for the benefit of the Student Teacher in the Supervising Teacher's charge;

**NOW, THEREFORE**, it is mutually agreed between University and Affiliate as follows:

1. **TERM OF AGREEMENT AND EARLY TERMINATION CLAUSE.** This Agreement shall be in effect upon execution for a period of one (1) years ("Term"). This Agreement may be terminated at any time by written mutual agreement or upon 30 days' advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall said termination take effect with respect to any Student Teacher. In the event that the termination of this Agreement affects any active Student Teacher placement, such Student Teacher shall be permitted to complete training for any semester in which termination would otherwise occur.
2. **PRACTICE TEACHING.** Affiliate shall provide practice teaching experience to Student Teachers in schools and classes under the jurisdiction of Affiliate on a semester basis. Such practice teaching shall be provided under direct supervision and instruction of certified teachers of Affiliate, as Affiliate and University, through their duly authorized representatives, may agree upon.  
"Practice teaching" as used herein and elsewhere in this Agreement implies active participation in duties and functions of classroom teaching under directly supervised instruction by Affiliate employees holding valid professional clear or life diplomas issued by the State Board of Education, other than emergency or provisional credentials, authorizing said Affiliate employees to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

**CALIFORNIA STATE UNIVERSITY, FULLERTON**  
**STUDENT TEACHING AGREEMENT**

**AGREEMENT NO. C19-0103**

3. **STUDENT TEACHER ASSIGNMENT.** No guarantee is either expressed or implied in regard to the number of Student Teachers who may be assigned to Affiliate in any given semester during the Term. An assignment of a Student Teacher to practice teaching in schools or classrooms in Affiliate's jurisdiction shall be at the discretion of the University and either for a period of approximately nine (9) weeks or for a period of approximately eighteen (18) weeks, and a Student Teacher may be given more than one (1) assignment by the University to practice teaching in such schools or classes.

A semester unit of practice teaching under this Agreement is considered approximately

- a) twenty (20) minutes of practice teaching conducted per day, five (5) days per week, for eighteen (18) weeks for elementary and secondary schools, or
- b) twenty (20) minutes of practice teaching conducted per day, three (3) days per week, for eighteen (18) weeks during regular session for community colleges and/or adult schools.

Assignment of a Student Teacher to practice teaching in the jurisdiction of Affiliate shall be deemed to be effective for purposes of this Agreement as of the date on which the Student Teacher presents to the proper authorities of Affiliate the assignment card or other document given to the Student Teacher effecting such assignment but not earlier than the date of such assignment as shown on such card or other document.

Affiliate may, at its sole discretion, refuse to accept for practice teaching any student of the University assigned to practice teaching at a location under Affiliate jurisdiction. Upon request of Affiliate, University, at its sole discretion, may terminate the assignment of said Student Teacher and henceforth reassign said Student Teacher either to another location within Affiliate jurisdiction or to a location outside of Affiliate jurisdiction, as appropriate.

4. **HONORARIUM.** University shall remit an honorarium to Affiliate on for performance of all services required to be performed under this Agreement, including submission of an appropriately detailed invoice, at the rate of \$25.00 for each semester unit of practice teaching per assigned Student Teacher as defined herein ("Rate"). Payment will be issued subsequent to verification of invoice(s) and review of the Supervising Teacher's evaluation, both of which are to be submitted by Affiliate at the close of each semester. Due to variations in fieldwork requirements, and for illustrative purposes only, payments are typically calculated at \$125 for the first assignment and \$250 for the second assignment, respectively. Absences of a Student Teacher from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided to the Student Teacher by Affiliate. *Invoice Submission Instructions shall be provided to Affiliate separately from this Agreement by a College of Education representative.*

In the event the assignment of a Student Teacher to practice teaching is terminated by the University for any reason, the Affiliate shall receive payment on account of such Student Teacher, except in such cases where such assignment is terminated before the end of the ninth week of the assignment, in which case Affiliate shall receive payment for an assignment of nine (9) weeks only.

If a Student Teacher is assigned by the University to another Supervising Teacher or location within the jurisdiction of Affiliate after a Student Teacher assignment has become effective, this reassignment shall be considered for payment purposes as an entirely new and separate assignment. In the event of such reassignment, the Supervising Teacher who supervises the majority of the assignment and submits the required evaluation shall be considered qualified for payment purposes.

**CALIFORNIA STATE UNIVERSITY, FULLERTON  
STUDENT TEACHING AGREEMENT**

**AGREEMENT NO. C19-0103**

- 5. INVOICING AND PAYMENT.** Within a reasonable time following the close of each semester of University, Affiliate shall submit an invoice to University for payment at the Rate provided herein for all semester units of practice teaching provided by Affiliate under and in accordance with this Agreement during said semester. Affiliate shall attach to the invoice a certificate executed by a duly authorized representative of Affiliate certifying that the Affiliate expended or became obligated to expend in providing such practice teaching an amount not less than the amount of the invoice. The University shall pay the amount of such invoice from monies made available for such purpose by or pursuant to the laws of the State of California.

Notwithstanding any other provisions of this Agreement, University shall not be obligated by this Agreement to pay Affiliate any amount in excess of the Rate as set forth in the Special Provisions, any amount for services provided outside of the Term of this Agreement, or any amount for services which do not comply with the requirements stated herein.

- 6. INDEMNIFICATION.** University shall defend, indemnify, and hold harmless the Affiliate, its officials, employees, and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, employees, or agents.

Affiliate shall defend, indemnify, and hold harmless the University, its officials, employees, volunteers and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Affiliate, its officials, employees, or agents.

- 7. PRIVACY LAWS.** University will instruct Student Teachers to comply with all applicable privacy laws and statutory regulations in regard to safeguarding personally identifiable Affiliate student information including but not limited to the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99) and the California Education Code.
- 8. FINGERPRINTING/BACKGROUND CHECKS.** In accordance with California Education Code Section 44320 (d), each Student Teacher candidate prior to assignment to Affiliate must obtain at their sole expense a "Certificate of Clearance," which includes a completed Live Scan Service. The University will ensure that each Student Teacher receives this Certificate of Clearance prior to reporting to any assignment in the jurisdiction of Affiliate.
- 9. TUBERCULOSIS CLEARANCE.** As permitted by California Education Code (EC) Section 49406, no Student Teacher shall be placed in fieldwork experience at any location of the Affiliate until Student Teacher has presented to Affiliate acceptable documentation of an examination performed by a licensed physician or surgeon (as defined in EC 49406) certifying that said Student Teacher is free of active tuberculosis within the sixty-day (60-day) period immediately preceding commencement of the assignment. All associated fees and/or costs associated with such examination and certification shall be the sole responsibility of the Student Teacher.

**CALIFORNIA STATE UNIVERSITY, FULLERTON  
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**AGREEMENT NO. C19-0103**

- 10. DISPUTE RESOLUTION.** In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral entity. The costs of and related to the services of the neutral entity will be split equally between the Parties.
- 11. NO EMPLOYMENT OR AGENCY RELATIONSHIP CREATED.** The parties hereto acknowledge that Student Teachers are participating solely to obtain field experience as part of an academic program for educational purposes and that nothing in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent, or employment relationship between the parties, hence, neither party shall have the authority to bind the other party for any purpose. Furthermore, Student Teacher(s) are not considered employees of the Affiliate for any purpose and shall not receive any remuneration for their services and/or time under this Agreement. Therefore, any student teacher(s) assigned by University to a location under Affiliate jurisdiction shall have no claim under this Agreement in regards to personal expenses of any kind as well as fringe benefits including but not limited to unemployment insurance, vacation accrual, sick leave, retirement benefits, medical/dental insurance, workers' compensation benefits, and social security contributions. It is the responsibility of University to provide notice to its student participants of the provisions of this Section. The provisions of this Section shall survive the Termination or expiration of this Agreement.
- 12. INSURANCE REQUIREMENTS.** University and Affiliate shall each secure and maintain insurance coverage during the Term, at their respective sole expense, of the types noted below and with the respective minimum limits covering themselves including their employees, officers, agents, and volunteers. Each party reserves the right to request, and agrees to provide upon request, documentation of such coverage(s). If any documented policy is cancelled before the expiration thereof, written notice shall be delivered to the other party in accordance with policy provisions. Each party acknowledges that such insurance coverage requirements may be addressed through a variety of risk financing methods including commercial insurance, self-insurance, risk sharing pool, captive, or combination thereof and that when placed with commercial insurers, such insurers shall have an A.M. Best rating of no less than A, VII or equivalent or as accepted by the other party.
- A. Comprehensive or Commercial Form General Liability (including Contractual Liability) with minimum limits as follows:**
- Each Occurrence: \$1,000,000, General Aggregate: \$3,000,000
- B. Business Automobile Liability (minimum limits):**
- Each Occurrence: \$1,000,000 Combined Single Limit for owned, scheduled, hired, or non-owned vehicles
- C. Workers' Compensation Liability:**
- Minimum limit as required by statute
  - Employer's Liability: Minimum limit of \$1,000,000 per each accident, employee, and disease

The foregoing insurance limits and/or requirements shall be subject to modifications to coverage forms and/or limits as mandated from time to time by the respective insurance programs of the parties. Both parties agree to provide the other party with no less than thirty (30) days' written notice of any change in coverage forms and/or limits. In the event of such change, both parties agree to renegotiate insurance requirements, if necessary, within thirty (30) calendar days from receipt of notification of such change

**CALIFORNIA STATE UNIVERSITY, FULLERTON  
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("renegotiation period"). New Agreement Terms regarding coverage forms and/or limits shall be mutually agreed upon by the parties and shall be evidenced by a written amendment to this Agreement issued within the renegotiation period. If the parties are unable to renegotiate said coverage forms and/or limits during the renegotiation period, this Agreement shall automatically Terminate at the end of the renegotiation period unless the parties mutually agree in writing to extend the renegotiation period for an additional thirty (30) days.

University shall self-insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows: The State of California has elected to be self-insured for its general liability, automobile liability, worker's compensation, and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insurance program. Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including State official operations or under an official contract or license agreement. Inquiries regarding tort liability should be referred to the Government Claims Board, 400 "R" Street, Sacramento, CA 95812. Any claims regarding property are to be referred to The California State University, Risk Management and Public Safety, 401 Golden Shore, 5th Floor, Long Beach, CA 90802-4210.

**13. GOVERNING LAW.** This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.

**14. MODIFICATIONS AND NOTICES.** Any modification to this Agreement shall be enforceable only if such modification is presented in writing and subsequently signed by an authorized representative of each party ("Amendment"). Any and all notices required or permitted by this Agreement shall be deemed to have been duly given if written and delivered using an independently traceable means of delivery to the other party, as applicable.

University mailing address:  
California State University, Fullerton  
Attn: Contracts & Procurement  
2600 Nutwood Ave., Suite 300  
Fullerton, CA 92831

Affiliate mailing address:  
Ventura Unified School District  
Attn: Marie Corral  
255 W. Stanley Ave  
Ventura, CA 93001

For Student Teaching programmatic questions, please contact the College of Education:  
CSUF College of Education  
2600 Nutwood Ave., Suite 500  
Fullerton, CA 92831  
Ph: 657/278-3411

**SEE NEXT PAGE FOR SIGNATURES**

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the Party on whose behalf their signature is made. This Agreement will not be considered binding until the University's Contracts and Procurement department and Affiliate have both signed below.

CALIFORNIA STATE UNIVERSITY, FULLERTON  
STUDENT TEACHING AGREEMENT

AGREEMENT NO. C19-0103

California State University, Fullerton

Ventura Unified School District

Signed: Charles Almanza

Signed: BEG

Print: Charles Almanza

Print: Betsy George

Title: Buyer I

Title: Asst. Supt. - Business Svcs.

Date: 8/21/2019

Date: 9/11/19

California State University, Fullerton  
College of Education

Signed: [Signature]

Print: Lisa Kistner

Title: Dean

Date: 8/30/19

**ELEMENTARY TEACHER EDUCATION CONTRACT:  
STUDENT PRACTICUM AGREEMENT**

This Agreement is made between

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
761 E Daily Drive, Suite 200  
Camarillo, CA 93010  
805-652-5500**

(hereinafter referred to as "DISTRICT") and

**VENTURA UNIFIED SCHOOL DISTRICT  
255 W Stanley Ave, Suite 100  
Ventura, CA 93001  
805-641-5000**

(hereinafter referred to as "AGENCY").

**RECITALS**

WHEREAS DISTRICT has an Elementary Teacher Education Associate Degree Program (hereinafter referred to as "Program") which requires a minimum of 45 hours of practicum experiences; and

WHEREAS AGENCY has the facilities which are suitable for providing the 45 hours of practicum experience, and certified classroom teachers available to cooperate with the Practicum Student (hereinafter, elementary teachers who mentor Practicum Students shall be referred to as "Instructor."); and

WHEREAS it is essential for practicum students in the Program at the DISTRICT to acquire such elementary education teaching practicum experience during their learning process (hereinafter, students participating in the practicum shall be referred to as "Practicum Students" and children who are in classrooms which are involved in the practicum shall be referred to as "Classroom Students."); and

WHEREAS it is beneficial to AGENCY to contribute to the education of the future supply of Elementary Teacher Education Graduates;

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the parties hereto do hereby agree as follows:

## AGREEMENT

### **1. GENERAL RESPONSIBILITIES OF DISTRICT**

- A. DISTRICT shall supervise all structured practicum fieldwork experience for the Program.
- B. DISTRICT will designate Practicum Students from those enrolled in their Elementary Teacher Education Program for assignment to AGENCY for practicum.
- C. DISTRICT shall require that all Practicum Students submit a negative TB skin test or, a negative chest x-ray if they have previously received a positive TB skin test.
- D. DISTRICT shall advise Practicum Students of any additional requirements that are specific to the individual school and district in which they complete their practicum experience. Practicum students must fulfill these requirements before they can complete practicum hours.
- E. DISTRICT shall outline a professional dress code for Practicum Students during their practicum experience.
- F. DISTRICT shall provide for orientation for its instructors and Practicum Students to familiarize them with AGENCY policies, practices, and facilities before assigning them to duties at the AGENCY.
- G. DISTRICT shall prepare the necessary schedules, directives, and the memoranda for practicum at AGENCY.
- H. DISTRICT shall furnish to the AGENCY Department Head of Elementary Teacher Education or designee, a pre-semester schedule of dates and number of Practicum Students expected prior to the assignment of such to AGENCY.
- I. DISTRICT shall require that any change in a Practicum Student's enrollment health status will be evaluated on an individual basis.
- J. DISTRICT warrants that each of its DISTRICT instructors supervising, or participating in practicum instruction at AGENCY will meet the DISTRICT educational qualifications.
- K. DISTRICT shall be responsible for the assignment, guidance, supervision, and evaluation of all student practicum experiences provided at AGENCY.
- L. DISTRICT shall ensure that each student, instructor, and employee in the Program is informed and expected to comply with ethical standards as outlined by the California Commission on Teacher Credentialing.

- M. DISTRICT shall, at the first opportunity following receipt of notice, transfer Practicum Students who are unable to properly perform their practicum assignments and responsibilities.
- N. DISTRICT shall be responsible for safeguarding Practicum Student information in compliance with Title 42 Code of Federal Regulations, Part 2 as well as Health Insurance Portability and Accountability (HIPPA) standards.
- O. DISTRICT shall ensure that Practicum Students have completed an appropriate background check, including fingerprinting/live scan as described below.  
Note: Live scan will be required for instances when provider's employee/volunteer is NOT under the direct supervision of a Certificated employee.
- P. DISTRICT shall have Practicum Student execute a statement of student responsibilities, a waiver of liability, a student acknowledgement of code of ethics agreement, and a TB skin test, in the forms attached hereto, marked as Exhibit "A" respectively, and are incorporated into this Agreement by this reference.

2. **GENERAL RESPONSIBILITIES OF AGENCY**

- A. AGENCY shall provide practicum experience and observation opportunities of educational value appropriate for the learning experience for Practicum Students designated by DISTRICT. When appropriate as determined by the Instructor and available, these experiences may include both observation and understanding of the California Teaching Profession and Performance standards and ethics, the roles and functions of educators in meeting the diverse needs of students, the impact of cultural contexts on learning, and contemporary issues in education.
- B. AGENCY shall accept an appropriate number of Practicum Students as agreed upon by both parties, to assure maximum learning during the practicum experience.
- C. AGENCY shall provide a contact person, acceptable to the DISTRICT, who shall assist the DISTRICT Instructor in coordinating the placement of Practicum Students, and shall serve as the principal liaison for communication between the AGENCY and DISTRICT regarding Practicum Students.
- D. AGENCY shall provide to the extent needed and available, suitable classroom facilities, storage space for teaching materials, and suitable secure storage for Practicum Student possessions.
- E. AGENCY recognizes that DISTRICT is responsible for the learning experiences of Practicum Students, but reserves the right in all problem

situations requiring immediate solution to resolve the situation in the favor of the Classroom Students, placing the practicum student in the position of observer, with subsequent clarification to follow between the instructor and AGENCY.

- F. AGENCY reserves the right to terminate, with cause, at any time, the practicum experience of any Practicum Student, and agrees to notify the DISTRICT, in writing, of the AGENCY's intent to exercise such right.
- G. AGENCY shall provide certified educators adequate in number, in each area where Practicum Students are receiving practicum experience in order to ensure safe, effective, and continuous services to the Classroom Students.
- H. AGENCY shall not decrease their customary number of staff as a result of the assignment of Practicum Students in the Program.
- I. The AGENCY retains full administrative responsibility for the care and instruction of the Classroom Students. Practicum Students and Instructors, as participants in this AGENCY classroom, will not replace AGENCY staff and agree to follow any decision rendered by the proper AGENCY staff unless such decision is in violation of the law.
- J. AGENCY shall, at any time when a Practicum Student or Instructor is participating in the practicum experience at AGENCY, provide to Practicum Students and Instructor necessary emergency health care or first aid for accidents or illness occurring in its facilities and such treatment provided in its facilities will be at DISTRICT's expense. Any other treatment provided outside AGENCY's facilities will be at the expense of Practicum Student or insurance provided by the DISTRICT if applicable.

**3. DISTRICT AND AGENCY FURTHER AGREE THAT**

- A. Designated Practicum Students shall be subject to the rules and regulations of both DISTRICT and AGENCY.
- B. DISTRICT and AGENCY shall mutually agree upon the dates and hours for the practicum experience assignments.
- C. Practicum Students shall receive no salary or stipend for the service they may give in the course of the practicum experience.
- D. AGENCY's space, Classroom Student population, appropriate supervisory staff, and other considerations reasonably related to the services provided by the AGENCY to its Classroom Students, educators families and community stakeholders, shall be considered in the determination of the appropriate number of students agreed upon for participation in the program contemplated by this Agreement.

E. In the event either party terminates the Agreement by giving said written notice to the other party, Practicum Students currently participating in their practicum experience shall be permitted to complete his/her practicum experience by the end of the current semester under the terms of the Agreement.

4. **INSURANCE** – The DISTRICT and AGENCY, at its own cost and expense, shall procure and maintain during the term of this Agreement, policies of insurance for the following types of insurance:

A. **Workers' Compensation Insurance.** DISTRICT & AGENCY shall procure and maintain, during the term of this Agreement, Workers' Compensation Insurance, as required by California law, on all of its employees engaged in work related to the performance of this Agreement. In the case of any activities which are hired or subcontracted, DISTRICT & AGENCY shall require all vendors and subcontractors to provide Workers' Compensation Insurance for all of the vendor's and/or subcontractor's employees to be engaged in such activities unless such employees are covered by the protection afforded by the DISTRICT's or AGENCY's Workers' Compensation Insurance.

B. **General Liability Insurance.** The DISTRICT and AGENCY shall procure and maintain, during the term of this Agreement, not less than the following General Liability Insurance coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

C. **Other Coverage.** The DISTRICT and AGENCY shall procure and maintain, during the term of this Agreement, Abuse and Molestation coverage in the amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

D. **Certificates of Insurance.** The DISTRICT and any and all vendors and subcontractors working for the DISTRICT shall provide certificates of insurance as evidence of the insurance coverage required herein, not less than 15 days prior to commencing the proposed activity, and at any other time upon the request of the AGENCY. Certificates of such insurance shall be filed with the DISTRICT on or before commencement of the services under this Agreement.

5. **INDEMNIFICATION**

A. The AGENCY shall save, defend, hold harmless and indemnify DISTRICT (its employees, volunteers, officers, directors and agents), from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of AGENCY or its board members, officers, employees, volunteers or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of DISTRICT.

B. The DISTRICT shall save, defend, hold harmless and indemnify the AGENCY (District, board members, employees, volunteers and agents), from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of DISTRICT or its employees, volunteers, officers, directors or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of AGENCY.

6. **NONDISCRIMINATION**

Neither AGENCY nor DISTRICT will discriminate against any person because of race, color, religion, ancestry, national origin, disability, marital status, age, sexual orientation, gender or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the *Penal Code*.

7. **RELATIONSHIP**

The relationship of AGENCY and DISTRICT shall be that of independent contractor. Neither party shall be considered the agent or employee of the other. Neither shall exercise control or direction over the other while performing their respective obligations under this Agreement. Neither party intends to create a partnership or joint venture by entering into this Agreement.

8. **WAIVER OF BREACH**

The waiver by either party of a breach or violation of any provision of this Agreement will not be deemed a waiver of any subsequent breach of the same or a different provision.

9. **TERMINATION OF AGREEMENT**

This Agreement shall be effective as of date of execution, and shall continue subject to cancellation. Either party may terminate this Agreement by giving ninety (90) days written notice. Said notice shall be sent by certified mail, return receipt requested, and ninety (90) days shall begin on the date of receipt thereof. Such termination shall have no effect upon those students then enrolled in the Program at AGENCY.

10. **DATE OF AGREEMENT**

This Agreement shall commence on September 11, 2019 and shall continue to be in effect for a five (5) year period, terminating on December 31, 2024.

11. **MODIFICATION**

No modification, amendment, supplement to this Agreement, or waiver of any provision of this Agreement shall be binding upon the parties unless made in writing and duly signed by all parties hereto.

**12. SURVIVING SECTIONS**

All obligations under this Agreement which are continuing in nature, shall survive the termination or conclusion of this Agreement.

**13. ASSIGNMENT**

Neither DISTRICT nor AGENCY may assign this Agreement without the express written consent of the other.

**14. RULES OF CONSTRUCTION**

The language in all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against either DISTRICT or AGENCY. Section headings in this Agreement are for convenience only and are not to be construed as a part of this Agreement or in any way limiting or amplifying the provisions hereof. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular, or plural, as the identifications of the person or persons, entity or entities, may require.

**15. ENTIRE AGREEMENT**

This Agreement contains the final, complete, and exclusive agreement between the parties hereto. Any prior agreements, promises, negotiations, or representations relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. This Agreement is executed without reliance upon any promise, warranty, or representation by any party or any representative of any party other than those expressly contained herein. Each party hereto has carefully read this Agreement and signs the same of its own free will.

**16. GOVERNING LAW**

This Agreement is made and entered into in the State of California, and shall in all respects be interpreted, enforced, and governed by and under the laws of the State of California.

**17. COUNTERPARTS**

This Agreement may be executed in counterparts, and all such counterparts together shall constitute the entire agreement of the parties hereto.

**18. SEVERABILITY**

The provisions of this Agreement are specifically made severable. If any clause, provision, right, and/or remedy provided herein are unenforceable or inoperative, the remainder of this Agreement shall be enforced as if such clause, provision, right, and/or remedy were not contained herein.

**19. ARBITRATION**

In the event any dispute or controversy arising out this Agreement cannot be settled by the parties, such controversy or dispute shall be submitted to arbitration in Ventura California, and for this purpose each party hereby expressly consents to such arbitration in such place. In the event the parties cannot mutually agree upon an arbitrator and procedure to settle their dispute or controversy within fifteen (15) days after written demand by one of the parties for arbitration, then the dispute or controversy shall be arbitrated by a single arbitrator pursuant to the then-existing rules and regulations of the American Arbitration Association governing commercial transactions. The decision of the arbitrator shall be binding upon the parties hereto for all purposes, and judgement to enforce any such binding decision may be entered in Superior Court, Ventura County court. In all other respects, the arbitration shall be conducted pursuant to the Uniform Arbitration Act as adopted in the State of California and then existing rules and regulations of the American Arbitration Association governing commercial transactions to extend such rules and regulations are not inconsistent with such Act or this Agreement.

**20. AUTHORIZATION**

The undersigned individuals represent that they are fully authorized to execute this Agreement on behalf of the named parties.

VENTURA UNIFIED SCHOOL DISTRICT:

Program Administrator

Name Marie Corral Date 9-13-2019  
Title Cert. HR Spec Email marie.corral@venturaud.org  
Signature Marie Corral

AGENCY:

Authorized Signature

Name Betsy George Date 9/12/19  
Title Assistant Superintendent, Business Email betsy.george@venturausd.org  
Signature Betsy George

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT:

Program Administrator

Name Debbie Newcomb Date 9-3-19  
Title Dean of Career Education Email dnewcomb@vcccd.edu  
Signature Debbie Newcomb

Campus Authorized Signature

Name Jennifer Kalfsbach Goetz Date 9-3-19  
Title VP of Academic Affairs & Student Learning Email jkgoetz@vcccd.edu  
Signature Jennifer Kalfsbach Goetz

District Administrative Center Signature

Name Terry Cobos Date 9-4-19  
Title Director of General Services Email tcobos@vcccd.edu  
Signature Terry Cobos

**EXHIBIT "A"**

**STATEMENT OF STUDENT RESPONSIBILITIES REGARDING AGENCY AND  
DISTRICT TRAINING PROGRAM & REQUIREMENTS**

1. Provide proof of a negative TB skin test or a negative chest x-ray if a positive TB skin test occurred.
2. Conform to all applicable AGENCY policies, procedures, and regulations, and such other requirements and restrictions as may be mutually specified and agreed upon by the designated representative of AGENCY and DISTRICT.
3. Additional Rules and Regulations which a student must be noticed of and/or expected to comply with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT WAIVER OF LIABILITY**

1. In consideration of the educational opportunity afforded to me by AGENCY, I hereby waive any claim for damages against AGENCY, its employees, and/or agents alleged to have resulted from any tortuous acts or omissions of AGENCY, its employees, and/or agents.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. In consideration of the educational opportunity afforded to me by DISTRICT, I hereby waive any claim for damages against DISTRICT, its employees and/or agents alleged to have resulted from any tortuous acts or omissions of DISTRICT, its employees and/or agents.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**VERIFICATION OF A NEGATIVE TB SKIN TEST**

I have attached proof of my negative TB skin test. If my TB skin test was positive, I have attached proof of a negative TB chest x-ray.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT ACKNOWLEDGEMENT OF CODE OF ETHICS AGREEMENT

1. The undersigned agrees to the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.  
In fulfillment of the obligation to the student, the educator:
  - a. Shall not reasonably restrain the student from independent action in the pursuit of learning.
  - b. Shall not unreasonably deny the student access to varying points of view.
  - c. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
  - d. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
  - e. Shall not intentionally expose the student to embarrassment or disparagement.
  - f. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religion beliefs, family, social, or cultural background, or sexual orientation, unfairly exclude any student from participation, deny benefits to any student and or grant any advantage to any student.
  - g. Shall not use professional relationships with students for private advantage.
  - h. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
  
2. The undersigned agrees to uphold the highest ideals of professional service.  
In fulfillment of the obligation to the profession, the educator:
  - a. Shall not reasonably restrain the student from independent action in the pursuit of learning.
  - b. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
  - c. Shall not misrepresent his/her professional qualifications.
  - d. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
  - e. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
  - f. Shall not assist a non-educator in the unauthorized practice of teaching.
  - g. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
  - h. Shall not knowingly make false or malicious statements about a colleague.
  - i. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_



255 W. Stanley Avenue, Suite 100  
Ventura, California 93001  
T 805 641 5000 x1127  
www.venturausd.org

**EDUCATIONAL WORK TRAINING AGREEMENT: Ventura Unified School District and Macy's**

**Ventura Unified School District:**

1. Will provide a certificated teacher and a Paraeducator/Job Trainer to supervise the students.
2. Will coordinate supervision of students with on-site supervisors.
3. Will complete training evaluations with a full review at the end of the training period.
4. Will contacts students on a regular basis during the school day for support and counseling.
5. Will provide Workers' Compensation Insurance for non-paid students
6. Will provide transportation to and from the training site.

**VUSD ensures that each student participating in the Macy's school program:**

1. Will be subject to the rules and regulations of VUSD and Macy's.
2. Will earn five units of academic credit.
3. Will complete related instruction given by the teacher and/or mentor.
4. Will attend school on a regular basis.

**Macy's:**

1. Will direct the participation of the student to assist him/her in understanding the nature of the job.
2. Will provide progress information to the teacher.
3. Will notify the teacher of any unsatisfactory developments.
4. Will not assign the student to hazardous tasks as defined under state & federal child labor laws.
5. Will provide a person to be the mentor for the student(s) to report to and receive instruction from.

**Indemnification:**

The VUSD shall save, defend, hold harmless and indemnify Provider (its employees, volunteers, officers, directors and agents) from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of VUSD or its board members, officers, employees, volunteers or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of Provider.

Provider shall save, defend, hold harmless and indemnify the VUSD, its board members, employees, volunteers and agents from and against any and all losses, damages, liabilities, claims and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of Provider or its employees, volunteers, officers, directors or agents occurring in connection with or in any way incident to or arising out of this agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of VUSD.

*This agreement shall commence on August 21, 2019 and terminate on June 11, 2020 upon agreement.*

**Ventura Unified School District**

District

By:

Betsy George, Asst. Supt. Business Services

  
Marcus Konantz, Executive Director of Special Education

**Macy's**

Provider

Michelle Morehouse, Store Manager



255 W. Stanley Avenue, Suite 100  
Ventura, California 93001  
T 805.641.5000 x1127  
www.venturausd.org

**EDUCATIONAL WORK TRAINING AGREEMENT: Ventura Unified School District and Old Navy**

**Ventura Unified School District:**

- 1. Will provide a certificated teacher and a Paraeducator/Job Trainer to supervise the students.
- 2. Will coordinate supervision of students with on-site supervisors.
- 3. Will complete training evaluations with a full review at the end of the training period.
- 4. Will contacts students on a regular basis during the school day for support and counseling.
- 5. Will provide Workers' Compensation Insurance for non-paid students
- 6. Will provide transportation to and from the training site.

**VUSD ensures that each student participating in the Old Navy school program:**

- 1. Will be subject to the rules and regulations of VUSD and Old Navy.
- 2. Will earn five units of academic credit.
- 3. Will complete related instruction given by the teacher and/or mentor.
- 4. Will attend school on a regular basis.

**Old Navy:**

- 1. Will direct the participation of the student to assist him/her in understanding the nature of the job.
- 2. Will provide progress information to the teacher.
- 3. Will notify the teacher of any unsatisfactory developments.
- 4. Will not assign the student to hazardous tasks as defined under state & federal child labor laws.
- 5. Will provide a person to be the mentor for the student(s) to report to and receive instruction from.

**Indemnification:**

The VUSD shall save, defend, hold harmless and indemnify Provider (its employees, volunteers, officers, directors and agents) from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of VUSD or its board members, officers, employees, volunteers or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of Provider.

Provider shall save, defend, hold harmless and indemnify the VUSD, its board members, employees, volunteers and agents from and against any and all losses, damages, liabilities, claims and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of Provider or its employees, volunteers, officers, directors or agents occurring in connection with or in any way incident to or arising out of this agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of VUSD.

*This agreement shall commence on August 21, 2019 and terminate on June 11, 2020 upon agreement.*

Ventura Unified School District \_\_\_\_\_

District \_\_\_\_\_

By: \_\_\_\_\_

Betsy George, Asst. Supt. Business Services

\_\_\_\_\_

Marcos Konantz, Executive Director of Special Education

Old Navy \_\_\_\_\_

Provider \_\_\_\_\_

Vanessa Magallanes, Store Manager



255 W. Stanley Avenue, Suite 100  
Ventura, California 93001  
T 805.641.5000 x1127  
www.venturausd.org

**EDUCATIONAL WORK TRAINING AGREEMENT: Ventura Unified School District and Paw Works**

**Ventura Unified School District:**

- 1. Will provide a certificated teacher and a Paraeducator/Job Trainer to supervise the students.
- 2. Will coordinate supervision of students with on-site supervisors.
- 3. Will complete training evaluations with a full review at the end of the training period.
- 4. Will contact students on a regular basis during the school day for support and counseling.
- 5. Will provide Workers' Compensation Insurance for non-paid students
- 6. Will provide transportation to and from the training site.

**VUSD ensures that each student participating in the Paw Works school program:**

- 1. Will be subject to the rules and regulations of VUSD and Paw Works.
- 2. Will earn five units of academic credit.
- 3. Will complete related instruction given by the teacher and/or mentor.
- 4. Will attend school on a regular basis.

**Paw Works:**

- 1. Will direct the participation of the student to assist him/her in understanding the nature of the job.
- 2. Will provide progress information to the teacher.
- 3. Will notify the teacher of any unsatisfactory developments.
- 4. Will not assign the student to hazardous tasks as defined under state & federal child labor laws.
- 5. Will provide a person to be the mentor for the student(s) to report to and receive instruction from.

**Indemnification:**

The VUSD shall save, defend, hold harmless and indemnify Provider (its employees, volunteers, officers, directors and agents) from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of VUSD or its board members, officers, employees, volunteers or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of Provider.

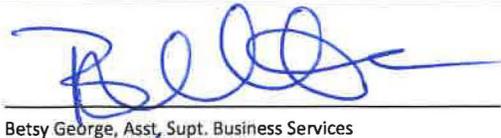
Provider shall save, defend, hold harmless and indemnify the VUSD, its board members, employees, volunteers and agents from and against any and all losses, damages, liabilities, claims and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of Provider or its employees, volunteers, officers, directors or agents occurring in connection with or in any way incident to or arising out of this agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of VUSD.

*This agreement shall commence on August 21, 2019 and terminate on June 11, 2020 upon agreement.*

Ventura Unified School District

District

By:

  
Betsy George, Asst. Supt. Business Services

  
Marcus Konantz, Executive Director of Special Education

Paw Works

Provider

  
Krystine DeGrande, Operations Manager

  
Brittany Vizcarra



255 W. Stanley Avenue, Suite 100  
Ventura, California 93001  
T 805.641.5000 x1127  
www.venturausd.org

**EDUCATIONAL WORK TRAINING AGREEMENT: Ventura Unified School District and Sears/Lands End**

**Ventura Unified School District:**

1. Will provide a certificated teacher and a Paraeducator/Job Trainer to supervise the students.
2. Will coordinate supervision of students with on-site supervisors.
3. Will complete training evaluations with a full review at the end of the training period.
4. Will contacts students on a regular basis during the school day for support and counseling.
5. Will provide Workers' Compensation Insurance for non-paid students
6. Will provide transportation to and from the training site.

**VUSD ensures that each student participating in the Sears/Lands End school program:**

1. Will be subject to the rules and regulations of VUSD and Sears/Lands End.
2. Will earn five units of academic credit.
3. Will complete related instruction given by the teacher and/or mentor.
4. Will attend school on a regular basis.

**Sears/Lands End:**

1. Will direct the participation of the student to assist him/her in understanding the nature of the job.
2. Will provide progress information to the teacher.
3. Will notify the teacher of any unsatisfactory developments.
4. Will not assign the student to hazardous tasks as defined under state & federal child labor laws.
5. Will provide a person to be the mentor for the student(s) to report to and receive instruction from.

**Indemnification:**

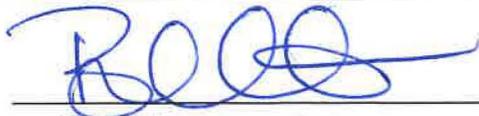
The VUSD shall save, defend, hold harmless and indemnify Provider (its employees, volunteers, officers, directors and agents) from and against any and all losses, damages, liabilities, claims, and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of VUSD or its board members, officers, employees, volunteers or agents occurring in connection with or in any way incident to or arising out of this Agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of Provider.

Provider shall save, defend, hold harmless and indemnify the VUSD, its board members, employees, volunteers and agents from and against any and all losses, damages, liabilities, claims and costs of whatsoever kind and nature for injury to or death of any person and for loss or damage to any property arising from all acts or omissions to act of Provider or its employees, volunteers, officers, directors or agents occurring in connection with or in any way incident to or arising out of this agreement except for liability resulting from the active negligence, sole negligence or willful misconduct of VUSD.

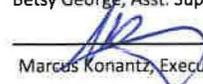
*This agreement shall commence on August 21, 2019 and terminate on June 11, 2020 upon agreement.*

**Ventura Unified School District**

District

By: 

Betsy George, Asst. Supt. Business Services

  
Marcus Konantz, Executive Director of Special Education

**Sears/Lands End**

Provider



Mani Pulida, Store Manager

  
Catherine Edmonds

## Includes Purchase Orders dated 08/28/2019 - 09/10/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
BP20-00186	City of Ventura Treasury	304	SRO Services - AP See Note for payment	010-5100	360,000.00
				010-5800	25,000.00
BP20-00390	EMPIRE THERAPUTIC & CREATIVE SERVICES	400	New Vendor Open PO, Service	010-5100	88,000.00
				010-5800	25,000.00
BP20-00396	VERITIV OPERATING COMPANY	453	Open P.O. , Supplies	010-4300	57,427.84
BP20-00397	Musicians Brass and Woodwind Patrick Martin	101	Open P.O.	010-5600	1,450.00
BP20-00398	Destin Thomas Communications	159	Open P.O. Repairs	010-5600	800.00
BP20-00399	COPPER HILLS YOUTH CTR.	400	Open PO, NPS Service	010-5100	120,375.00
				010-5800	25,000.00
BP20-00400	PEGASUS TRANSIT INC	400	Open PO, Service	010-5100	39,800.00
				010-5800	46,600.00
BP20-00401	Passage Way School	400	RUSH- Open P.O, NPS	010-5100	98,513.40
				010-5800	100,000.00
BP20-00402	Yellowstone Boys & Girls Ranch	400	Open PO, NPS Service	010-5100	134,467.00
				010-5800	25,000.00
BP20-00403	City of Ventura Office of Cultural Affairs	057	Open PO - Various Wkshps	010-5800	315.00
BP20-00404	The Berry Man, Inc. Attn Les Clark	449	Open PO	130-4700	350,000.00
BP20-00405	Silvas Oil Company	452	Open PO, Fuel for Graphics	010-4301	1,500.00
BP20-00406	Smart & Final Iris Co Account #390799	103	Open PO	010-4300	1,000.00
BP20-00407	Smart & Final Iris Co Account #390799	103	Open P.O.	010-4300	1,500.00
BP20-00408	UCLA CENTER X	422	Professional Development - Consultant Services	010-5800	10,000.00
BP20-00409	Lowe's Home Improvement Warehouse Store 1734	201	OPEN PO	010-4300	500.00
BP20-00410	Smart & Final Iris Co Account #390799	201	OPEN PO	010-4300	2,000.00
BP20-00411	Cynthia C. Ferber, C.T.R.S. Recreation Therapy	400	Open PO, Service	010-5800	2,000.00
VC20-00021	S & R Sport	447	Material	010-4300	419.16
VC20-00022	GARY L CONNER dba KIDDCO DOOR & GLASS SER	447	Material	010-4405	1,077.95
VC20-00023	Associated Tire	447	Repair - M-127	010-5600	683.93
VC20-00024	Cal Coast Motorsports	447	Repair - M-47	010-5600	215.06
VC20-00025	Keenan Supply	447	Material	010-6400	5,638.02
VC20-00026	Lincoln Aquatics	447	Material	010-4300	308.52
VCN20-00022	Sysco Food Services of Ventura, Inc.	449	Supplies, Food	130-9320	4,423.80
VCN20-00023	P&R PAPER SUPPLY COMPANY INC	449	Supplies	130-9320	2,559.76
VCN20-00024	Jordanos Foodservice, Inc.	449	Supplies Food	130-9320	7,003.42

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 1 of 6

## Includes Purchase Orders dated 08/28/2019 - 09/10/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
VCN20-00025	Sysco Food Services of Ventura , Inc.	449	Supplies Food	130-9320	10,936.56
VCN20-00026	Gold Star Foods	449	Supplies, Food	130-9320	803.40
VCN20-00027	Jordanos Foodservice, Inc.	449	Food Supplies	130-9320	4,848.75
VCN20-00028	Sysco Food Services of Ventura , Inc.	449	Supplies Food	130-9320	7,734.08
VCN20-00029	P&R PAPER SUPPLY COMPANY INC	449	Supplies	130-9320	1,491.44
VCN20-00030	Jordanos Foodservice, Inc.	449	Supplies: Food	130-9320	301.47
VCN20-00031	Sysco Food Services of Ventura , Inc.	449	Supplies Food	130-9320	1,240.00
VIM20-00012	J&C BOOKS LLC	410	RUSH Social Science Curriculum	010-4100	2,392.05
VIM20-00013	Pearson Education(s/h-notes)	410	curriculum	010-4100	2,872.82
VIM20-00014	CPM Educational Program	410	CPM Teacher Materials	010-4100	2,470.79
VP19-03039	NEWARK ELEMENT 14	156	**HOLD*** CTEIG (S & S) Order getting s/jh est	010-4300	771.25
VP20-00298	Pyramid School Products	454	rfq-Reorder: #A&C 1 - Paint Prod 2019-20	010-9320	287.50
VP20-00304	STAPLES DIRECT CUST#12986097	200	Supplies	110-4300	335.26
VP20-00552	VC STAR	304	Newspaper Subscription	010-4300	475.42
VP20-00564	WEX BANK dba WRIGHT EXPRESS	156	Invoice: FTHS Van fuel charges	010-4300	232.98
VP20-00565	HUGHES GENERAL ENGINEERING INC	447	Service	210-6270	22,000.00
VP20-00566	Central Coast Radiology Assn. Zotec Partners	303	NEW VENDOR - XRAY SERVICE - CMH	010-5809	35.00
VP20-00567	A-1 Truck & Equipment Company	448	Bus repairs - Vehicle T-6	010-5600	4,360.70
VP20-00568	Ventura Trophy Co	303	2019 Service Awards	010-4300	2,175.47
VP20-00569	AMAZON.COM	069	Supplies	010-4300	210.10
VP20-00570	Autism-Products.com-see NOTE	069	Supplies	010-4300	112.04
VP20-00571	AMAZON.COM	102	supplies	010-4300	150.63
VP20-00572	Tri County Office Furniture	156	furniture	010-4300	1,360.73
VP20-00573	COMPUWAVE	310	deliver to ATLAS #29 Susan Orduna/Jumpstart	120-4300	105.60
VP20-00574	Ventura County Office of Ed.	304	VCOE Courier Services	010-5800	9,007.00
VP20-00575	STAPLES DIRECT CUST#12986097	306	White board for short throw projector	010-4300	242.42
VP20-00576	OFFICE DEPOT ATTN School Desk	420	Supplies	010-4300	58.09
VP20-00577	Empire Cleaning Supply Acct# V ENTU210	454	Whse Stock - mop buckets/wringers	010-9320	1,291.28
VP20-00578	Ventura County Office of Ed.	304	Consulting & Advocacy Services need invoice	010-5800	5,819.90
VP20-00579	Apple Inc. Attn K12 Sales	310	Apple Accessories	120-4300	52.80
VP20-00580	US ACADEMIC DECATHLON	159	Workbooks & tests	010-4300	1,004.44
VP20-00581	OFFICE DEPOT ATTN School Desk	200	supplies	110-4300	62.40

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ESCAPE ONLINE

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## Includes Purchase Orders dated 08/28/2019 - 09/10/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
VP20-00582	Compuwave	304	Print Cartridges	010-4300	635.73
VP20-00583	AMAZON.COM	410	Del. Note?? PE SS equipment replacement	010-4300	146.69
VP20-00584	Destin Thomas Communications	082	Supplies	010-4300	969.75
VP20-00585	Pearson Education(s/h-notes)	200	CTE BOOKS-NOT K12	110-4300	400.31
VP20-00586	Wiley Publications	200	CTE BOOKS-NOT K12	110-4300	235.45
VP20-00587	CSBA CA School Board Association	301	CSBA Workshop 1 Day June 20, 2019	010-5800	3,070.44
VP20-00588	Labyrinth Publications	200	CTE BOOKS-NOT K-12	110-4300	1,236.38
VP20-00589	ALICE KEELER LLC	302	RUSH- SSAE Prof Devel	010-5800	11,500.00
VP20-00590	Pinpoint Leak Detection	447	Service	010-5800	395.00
VP20-00591	Atkinson, Andelson, Loya, Ruud & Romo	305	Legal Services	010-5803	500.00
VP20-00592	Fagen Friedman & Fulfroost, LLP	305	Legal Services	010-5803	75.15
VP20-00593	AMAZON.COM	452	Furniture	010-4300	1,617.23
VP20-00594	PINMART INC	089	Promotion Pins	010-4300	364.20
VP20-00595	OFFICE DEPOT ATTN School Desk	301	Brochure Holders	010-4300	57.96
VP20-00596	Apple Inc. Attn K12 Sales	301	Apple Accessories. ;R Chandler's Computer	010-4300	560.25
VP20-00597	City National Bank	081	HookandLoop.com, velcro	010-4300	54.82
VP20-00598	United States Postal Service Stamps By Mail	057	postage stamps	010-5900	200.00
VP20-00599	Curriculum Associates, Inc.	057	supplies	010-4300	285.60
VP20-00600	Compuwave	452	headset battery	010-4300	21.55
VP20-00601	Orange Co. Dept. Of Education	422	Interpreters and Translators Conference	010-5202	600.00
VP20-00602	PIXL MEDIA SERVICES INC dba WH OLESALE-CARABINERS.COM	100	Renaissance Items	010-4300	1,217.13
VP20-00603	Virco Mfg. Corporation	103	Tables	010-4300	1,095.58
VP20-00604	Decker Equipment School Fix	103	Sign	010-4300	310.19
VP20-00605	United States Postal Service Stamps By Mail	055	supplies-office	010-5900	165.00
VP20-00606	AMAZON.COM	448	Training tables	010-4300	2,572.16
VP20-00607	AMAZON.COM	085	School Safety	010-4300	57.10
VP20-00608	Scholastic Magazines	065	Scholastic News	010-4300	1,288.93
VP20-00609	ATKINSON, ANDELSON, LOYA,	305	Registration for Conference	010-5202	189.00
VP20-00610	DEMCO, Inc.	057	library supplies	010-4300	233.05
VP20-00611	Lakeshore Learning Materials	057	Los Posas sand table	010-4300	229.46
VP20-00612	Destin Thomas Communications	063	Walkie talkies	010-4300	484.88
VP20-00613	Darvik Productions	301	Screen Projector Used During Celebrate 2019	010-4300	1,416.25
VP20-00614	Follett School Solutions, Inc.	159	RUSH!! Books	010-4300	7,758.00
VP20-00615	JOSTENS	103	Yearbooks 2018-2019	010-4300	8,715.00
VP20-00616	Ventura County Office of Education (VCOE)	410	Conference/Training Invoice	010-5202	175.00

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 3 of 6

## Includes Purchase Orders dated 08/28/2019 - 09/10/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
VP20-00617	STAPLES DIRECT CUST#12986097	310	supplies	120-4300	141.13
VP20-00618	VENTURA COUNTY OFFICE OF ED AT TN: NICOLE SALEM	057	NCPI training	010-5202	80.00
VP20-00619	STAPLES DIRECT CUST#12986097	101	Supplies	010-4300	49.48
VP20-00620	Ventura County Office of Educa tion (VCOE)	303	Invoice Payment	010-5202	200.00
VP20-00621	COMPUWAVE	101	Print Cartridges	010-4300	91.59
VP20-00622	OFFICE DEPOT ATTN School Desk	310	supplies	120-4300	119.32
VP20-00623	School Specialty, Inc. Account #238391	454	Whse Stock Reorder: art paint & chalk	010-9320	1,147.80
VP20-00624	Glidden Professional Paint Ctr	454	Whse Stock - Turf Paint	010-9320	1,405.88
VP20-00625	Paradise Chevrolet	447	Service - M-119	010-5600	2,352.29
VP20-00626	Finish Line Paving, Inc.	447	Repairs	010-5800	9,450.00
VP20-00627	Hawkins Building Inspection Se rvices	447	Service	010-5800	7,000.00
VP20-00628	Rincon Consultants, Inc.	447	service	010-5800	8,355.00
VP20-00629	AMAZON.COM	201	CSI	010-4200	155.50
VP20-00630	ANTHONY J MAGNA MAGANA EDUCATI ON SERVICES LLC	302	SSAE Prof Development-	010-5800	3,000.00
VP20-00631	AMAZON.COM	201	Supplies	010-4300	589.07
VP20-00632	AMAZON.COM	081	supplies - classrom	010-4300	227.87
VP20-00633	AMAZON.COM	215	Printer Ink	010-4300	342.41
VP20-00634	Destin Thomas Communications	152	Supplies	010-4300	969.75
VP20-00635	Curriculum Associates, Inc.	081	supplies - Quick-Word handbooks	010-4300	133.29
VP20-00636	Nick Rail Music, Inc.	159	Supplies	010-4300	3,372.57
				010-4400	5,228.04
VP20-00637	United States Postal Service S tamps By Mail	101	Supplies	010-5900	405.43
VP20-00638	Lakeshore Learning Materials	310	supplies	120-4300	343.70
VP20-00639	SOUTHWEST SCHOOL & OFF SUPPLY	454	Whse Stock Reorders	010-9320	3,098.59
VP20-00640	HOUSE SANITARY SUPPLY	454	Whse Stock - Terra Silver Trash Bags	010-9320	3,744.10
VP20-00641	Moxi, The Wolf Museum of Explo ration & innovation	057	RUSH for 3rd grde fieldtrip needs PO # to hold	010-5800	700.00
VP20-00642	Mail Manager	420	2020 CAASPP Parent Information Mailing	010-4300	3,294.96
VP20-00643	Hatch & Cesario, Attorneys At Law	305	Legal Services	010-5803	3,480.90
VT20-00069	School Connect, LLC	103	School Connect LICENSES - Curriculum	010-5806	1,801.75
VT20-00071	School Connect, LLC	100	LICENSES-Curriculum	010-5806	1,739.82
VT20-00085	MJP Computers	310	Laptop Computer	120-4400	754.05
VT20-00086	Troxell Communications, Inc. D ennis Casey	306	Projector - Danielle's Office & Project Secure	010-4400	3,997.53

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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**Includes Purchase Orders dated 08/28/2019 - 09/10/2019**

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
VT20-00088	School Innovations & Advocacy	304	A2A Software & Service	010-5100	78,400.00
				010-5806	25,000.00
VT20-00089	DyKnow	410	RUSH DyKnow, Middle Sc	010-5800	15,667.00
VT20-00090	AMAZON.COM	301	9/3-RUSH - Monitors	010-4300	1,032.22
<b>Total Number of POs</b>			<b>128</b>	<b>Total</b>	<b>1,860,524.51</b>

**Fund Recap**

Fund	Description	PO Count	Amount
010	General Fund	105	1,443,395.43
110	Adult Education Fund	5	2,269.80
120	Child Development Fund	6	1,516.60
130	Cafeteria Fund	11	391,342.68
210	Building Fund	1	22,000.00
<b>Total</b>			<b>1,860,524.51</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Includes Purchase Orders dated 08/28/2019 - 09/10/2019

## PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
BP20-00019	600.00	010-5600	General Fund/Rentals and Repairs	.00
BP20-00159	2,000.00	010-4300	General Fund/Materials and Supplies	500.00
BP20-00305	2,500.00	010-5600	General Fund/Rentals and Repairs	500.00
BP20-00395	1,000.00	010-4300	General Fund/Materials and Supplies	705.00
VC20-00001	4,540.50	010-5900	General Fund/Communications	1,465.00
VP19-02582	54.03	010-4300	General Fund/Materials and Supplies	179.21-
VP19-03367	798,849.00	010-6270	General Fund/Main Building Contractor	72,600.00
VP19-03390	59,368.37	210-6270	Building Fund/Main Building Contractor	6,546.00
VP20-00547	2,608.00	010-4300	General Fund/Materials and Supplies	8.81
VT20-00072	925.41	010-5806	General Fund/Internet Publications/Software	485.61
			<b>Total PO Changes</b>	<b>82,631.21</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

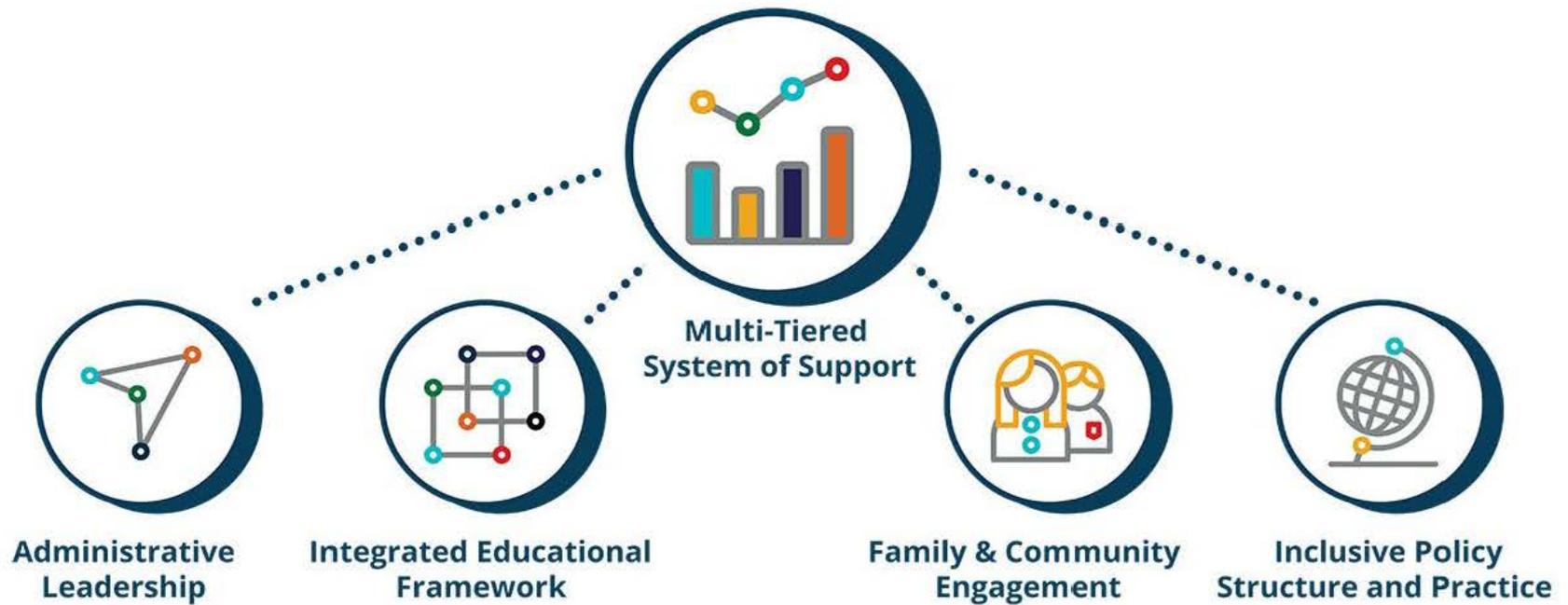
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# Local Control and Accountability Plan (LCAP) Process Update

Educational Services  
September 24, 2019



# Vision for Multi-Tiered System of Support



**All Means All**

# VUSD LCAP Goals

1. Increase Student Achievement
1. Student Connections to School
1. Family Involvement

# Draft Timeline for LCAP Board Presentations 2019-2020

☑	August 1, 2019			Pre-LCAP Study Session
☑	September 2019	LCAP #1	Goal #1	Preliminary State Testing Data 2018-2019
		LCAP #2	Goals #2	Internal Attendance and Behavior 2018-2019
☑	November 2019	LCAP #3	Goal #1 Goal #2	Quarter 1 6-12th Attendance, Behavior, Assessments Williams Report: Credentialed Teachers & Facilities
	December 2019	LCAP #4	Goals #1 and #2	California Dashboard Final Results
	January 2020	LCAP #5	Goal #1 Goal #2	Trimester 1 Elementary Data Attendance, Behavior, Assessments
	February 2020	LCAP #6	Goals #1 and #2	Quarter 2 Secondary Data Review
	March 2020	LCAP #7	Goals #1-3	Preliminary Stakeholder Survey Review
	April/May 2020	LCAP#8	Goals #1 and #2	T2 Elementary Data and Q3 Secondary Data
	May 2020:	LCAP #9		Proposed Actions and Services for All Goals
	June 2020	LCAP #10		Public Hearing and First Reading Request for Board Approval

# Steps in LCAP Process

- Create *awareness* and initiate *needs assessment* 
- *Share* status of plan and *gather feedback including survey*
- *Update* the plan including actions and service
- *Share* updated plan and *gather feedback*
- Superintendent or designee *responds* to feedback in writing
- *Public hearing* at board meeting
- *Board adoption* of the plan and submission toVCOE

# Needs Assessment-

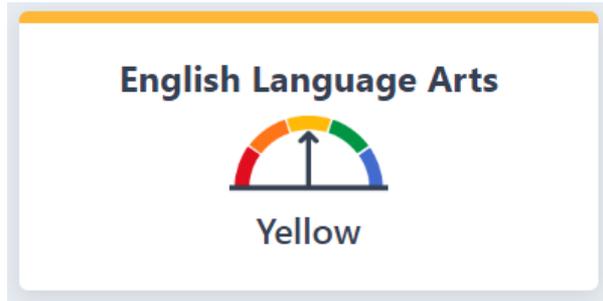
## What Resources and Support Do Principals Need for their Students and Teachers?



# Priority 4: Student Achievement

LCAP Goal#1

# English Language Arts



2017



2018

# English Language Development

LCAP Goal#1

# Graduation Rates

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**Graduation Rate**



Green

# Priority 5: Student Engagement

LCAP Goal #2

Attendance/Chronic Absenteeism  
Suspensions/Expulsions

# MTSS/Leadership School Teams and 2019-2020 Action Plan



# Needs Assessment-

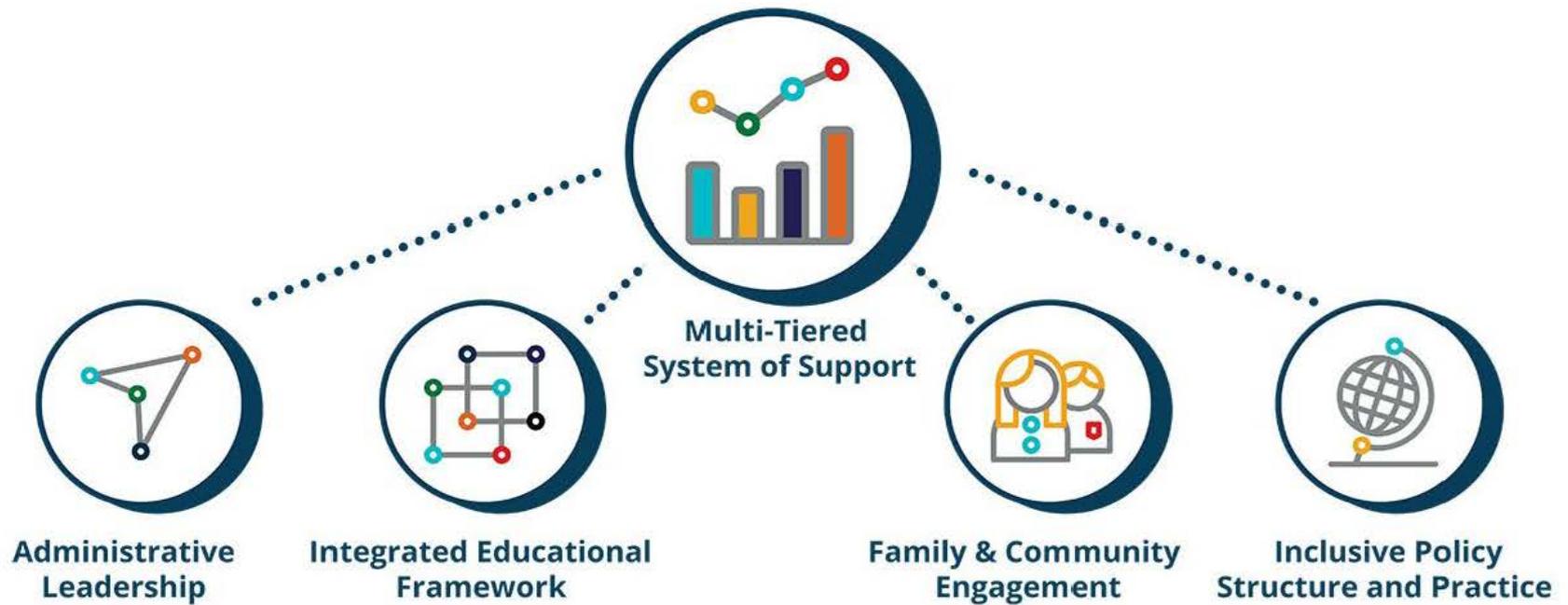
Input from LCAP Advisory Committee Meetings 9 18 19



# Questions and Discussion



# Vision for Multi-Tiered System of Support



**All Means All**

Thank you



For the future of every student

# Consideration to Revise Board Policy and Administrative Regulation 6142.7 Physical Education

September 24, 2019  
Board of Education Meeting



For the future of every student

# Background and Context

Students must take two years of Physical Education (PE) to graduate in the state of California

All students in California are administered the Physical Fitness Test (PFT) in grades 5, 7, and 9 per California Education Code (EC) Section 60800

Currently, in VUSD:

- students who do not meet 5 of 6 standards on the PFT in grade 9 are tested in grade 10, 11, and 12 until they meet the requirement
- students who do not meet 5 of 6 standards in grade 10, 11, or 12 are scheduled into PE classes

# Purpose and Process for Revision

To update and align our Physical Fitness Testing practices to state requirements - we are doing more than is required

A revision will:

- free up a class period for students in grades 10, 11, and 12 so they can enroll in an elective, CTE, and other course to fulfill graduation requirements
- provide uninterrupted instructional time for PE teachers by removing the need to find and test students during class
- allow students to remain in class and not be pulled out for testing

Our process included:

- Robust discussions at several High School Principals' meetings
- Conversations with high school Physical Education Department Chairs

**We have 100 percent support from Principals and high school Physical Education teachers**

**Thank you**



For the future of every student