

**COLLEGE AND CAREER ACCESS PATHWAY PARTNERSHIP AGREEMENT  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

This is a College and Career Access Pathway Partnership (“CCAP”) Agreement (“CCAP Agreement”) between Sonoma County Junior College District (“SCJCD”) and Santa Rosa City Schools (“DISTRICT”). SCJCD and DISTRICT will collectively be referred to as “PARTIES,” or individually as “PARTY.”

**RECITALS**

WHEREAS, the mission of SCJCD includes providing educational programs and services that are responsive to the needs of the students and communities of within SCJCD; and

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

WHEREAS, DISTRICT is a public school district serving grades 7 through 12 located within the regional service area of SCJCD; and

WHEREAS, SCJCD and DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness;”<sup>1</sup> and

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

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of California Community Colleges pursuant to Education Code section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in SCJCD.<sup>2</sup>

NOW THEREFORE, SCJCD and DISTRICT agree as follows:

**1. TERM AND TERMINATION OF AGREEMENT**

1.1 This CCAP Agreement shall be effective upon approval by the governing boards of SCJCD and DISTRICT, in accordance with Education Code § 76004(b). The initial term of this Agreement shall be three (3) years (“Initial Term”).

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<sup>1</sup> Ed. Code § 76004, subd. (a)(1)

<sup>2</sup> Ed. Code § 76004, subd. (k)(2)

After the Initial Term, this CCAP Agreement shall automatically renew for each academic year that the PARTIES jointly complete and execute Appendix A, as defined below. In the event the PARTIES are unable to agree to terms for Appendix A, this CCAP Agreement shall automatically terminate. Each academic year that the Parties execute Appendix A, shall be considered an additional term (“Additional Term”). The Initial Term and Additional Term shall be collectively referred to as the Term of the CCAP Agreement. This agreement may be renewed for four (4) Additional Terms.

1.2 Either PARTY may terminate this CCAP Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented to the other PARTY three months prior to the start of SCJCD’s next semester. Written notice of termination of this CCAP Agreement shall be addressed to the Educational Administrator, as defined below, at the time of notice of termination.

## **2. APPENDIX A**

2.1 This CCAP Agreement outlines the overall terms of the agreement between the PARTIES, including but not limited to protocols for information sharing in compliance with all applicable state and federal privacy laws, the obtaining parental consent form and principal recommendation and terms for joint facilities use.<sup>3</sup>

2.2 The PARTIES shall jointly agree to the specific details of the arrangement for a particular academic year by completing and executing the CCAP Agreement Appendix (“Appendix A”), which shall specify additional detail regarding, but not limited to:

- i. The total number of high school students to be served;
- ii. The total number of full-time equivalent students projected to be claimed by SCJCD for those students;
- iii. The scope, nature, time, location, and the Courses, as defined below, to be offered;
- iv. Criteria to assess the ability of pupils to benefit from the Courses;
- v. Identity of a point of contact for SCJCD and the DISTRICT partner;
- vi. Any other terms the PARTIES deem necessary for the semester or school year.<sup>4</sup>

2.3 The PARTIES may execute Appendix A on a school year basis.

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<sup>3</sup> Ed. Code § 76004, subd. (c).

<sup>4</sup> Ed. Code § 76004, subd. (c).

### **3. APPROVAL OF THE AGREEMENT**

- 3.1 A copy of the CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department of California Department of Education before the start of the CCAP partnership.<sup>5</sup>
- 3.2 For career technical education pathways to be provided pursuant to this CCAP Agreement, SCJCD and DISTRICT shall consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of each PARTY shall have final decision-making authority regarding the career technical education pathways to be provided under this CCAP Agreement.<sup>6</sup>
- 3.3 The governing boards of each PARTY, at an open public meeting of that board, shall approve or disapprove the proposed CCAP Agreement only after presenting the Agreement and taking comments from the public.<sup>7</sup> This CCAP Agreement shall not be effective and binding until approved by the governing board of each PARTY.

### **4. DEFINITIONS**

- 4.1 Courses: Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, and appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness (“Courses”). The Courses shall not include physical education courses unless those courses assist in the attainment of at least one of the goals identified in Cal. Ed. Code section 76004(a)(1).<sup>8</sup> All Courses offered at the DISTRICT will be approved in accordance with the policies and guidelines of SCJCD and applicable law.
- 4.2 Pupil or Student: A resident or nonresident student attending high school in California. High school includes a community school, continuation high school, juvenile court school, or adult education program offering courses for high school diplomas or high school equivalency certificates.<sup>9</sup> High school pupils enrolled in college classes who are classified as nonresident special part-time students for tuition purposes shall be eligible for a waiver of nonresident tuition while still in high school in California. SCJCD cannot claim apportionment for nonresident special part-time students (“Student(s)").<sup>10</sup>

### **5. STUDENT ELIGIBILITY, AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

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<sup>5</sup> Ed. Code § 76004, subd. (c)(3)

<sup>6</sup> Ed. Code § 76004, subd. (b)

<sup>7</sup> Ed. Code § 76004, subd. (b)(2)

<sup>8</sup> Ed. Code § 76004, subd. (d)

<sup>9</sup> Ed. Code § 76004, subd. (a)(2)

<sup>10</sup> Ed. Code §§ 76004, subd. (a)(2) and 76140

- 5.1 Student Eligibility: The purpose of the CCAP Agreement is to offer or expand dual enrollment opportunities to high school pupils who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness.”<sup>11</sup> As such, these Students will be eligible to enroll in Courses.
- 5.2 Student Selection and Enrollment: Enrollment for the Courses shall be open to all eligible Students who have been admitted to SCJCD and who meet all applicable prerequisites. Student selection criteria may be further specified in the Appendix A. Applicable prerequisite courses, training, or experience and standards required as preparation for Courses will be determined by SCJCD and shall be in compliance with applicable law and SCJCD standards and policies.
- 5.3 College Admission and Registration: Procedures for Students participating in the CCAP Agreement shall be governed by SCJCD and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SCJCD policy. SCJCD will provide the necessary admission and registration forms and both SCJCD and DISTRICT will jointly ensure each selected Student has met all the enrollment requirements.
- 5.4 Student Records: Students will be required to follow SCJCD process when requesting an official SCJCD transcript for grade submission to the DISTRICT, unless otherwise specified in Appendix A.
- 5.5 Priority Enrollment: SCJCD may assign priority course registration to a Pupil seeking to enroll in a Course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in California Education Code section 11300 and consistent with middle college high school provisions in California Education Code section 76001.<sup>12</sup>
- 5.6 Limit on Courses: SCJCD shall not provide physical education course opportunities to Students or any other course opportunities under this CCAP Agreement that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.<sup>13</sup>
- 5.7 Maximum Units: Students may enroll in up to a maximum of 15 units per term if the following conditions are satisfied: (i) the units must constitute no more than four (4) Courses per term; (ii) the units must be part of an academic program that is part of this CCAP Agreement; (iii) the units must be a part of an academic

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<sup>11</sup> Ed. Code § 76004, subd. (a)

<sup>12</sup> Ed. Code § 76004, subd. (g)(1)

<sup>13</sup> Ed. Code § 76004, subd. (d).

program that is designed to award students with both a high school diploma and an associate degree or certificate or a credential.<sup>14</sup>

- 5.8 Minimum School Day: The DISTRICT shall certify that it shall teach DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to California Education Code sections 46141, 46142 and 46146. The DISTRICT defines a “regular school day” as at least 240 minutes of instruction in high school credit only courses.
- 5.9 Minimum Enrollment: SCJCD will require that a minimum of at least twenty-two (22) Students enroll per Course. If the minimum enrollment is not met, SCJCD will review the Course to determine cancellation.
- 5.10 Academic Calendar: CCAP courses will adhere to the SCJCD academic calendar.

## **6. SCJCD APPLICATION PROCEDURE**

- 6.1 SCJCD will be responsible for processing Student applications.
- 6.2 SCJCD will provide the necessary admission and registration forms and procedures. Both SCJCD and DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 6.3 The DISTRICT agrees to assist SCJCD in the admission and registration of DISTRICT students as may be necessary and requested by SCJCD.
- 6.4 The DISTRICT and SCJCD understand and agree that successful SCJCD admission and registration requires that each participating Student has completed the SCJCD enrollment application process.

## **7. PARTICIPATING STUDENTS**

- 7.1 A Student enrolled in a Course shall not be assessed any fee that is prohibited by Education Code section 49011.<sup>15</sup> The governing board of SCJCD shall exempt special part-time students from the fee requirements in Education Code sections 76060.5, 76223, 76300, 76350, and 79121.<sup>16</sup>
- 7.2 The total cost of books, instructional materials, specialized equipment, and other necessary equipment for DISTRICT Students who enroll in a SCJCD Course shall be borne by DISTRICT.

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<sup>14</sup> Ed. Code § 76004, subd. (p).

<sup>15</sup> Ed. Code § 76004, subd. (f).

<sup>16</sup> Ed. Code § 76004, subd. (p) & (q).

- 7.3 Students must meet all SCJCD prerequisite requirements as established by SCJCD and stated in the SCJCD catalog before enrolling in a Course.
- 7.4 Students must first submit a parental or guardian consent form and principal recommendation before enrolling in a Course. A student only needs to submit one parental or guardian consent form and principal recommendation for the duration of the Student's participation in the CCAP Agreement Courses.<sup>17</sup>
- 7.5 Grades earned by Students enrolled in Courses will be posted on the official SCJCD transcript. Students may submit a request for Pass/No Pass if the Course is designated as such in SCJCD catalog.
- 7.6 Students enrolled in Courses will be directed to the official catalog of SCJCD for information regarding applicable policies and procedures.
- 7.7 Students enrolled in Courses will be eligible for student support services, which shall be available to them at SCJCD or through the DISTRICT. Both SCJCD and DISTRICT will ensure that ancillary and support services are provided for Students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring). The PARTIES acknowledge that, in certain circumstances, minor Students may not be treated at SCJCD's Student Health Services (SHS) and Student Psychological Services (SPS) without parental or guardian consent.
- 7.8 Students who withdraw from Courses will not receive SCJCD credit. Students must comply with and submit appropriate information/paperwork by all published deadlines to receive SCJCD credit. Transcripts will be annotated according to SCJCD policy.
- 7.9 A Course dropped within SCJCD drop "without a W" deadline will not appear on the DISTRICT or SCJCD transcript. A Course dropped after SCJCD withdrawal deadline will appear as a "W" on SCJCD transcript.

## **8. CCAP AGREEMENT COURSES**

- 8.1 SCJCD may limit enrollment in a Course solely to eligible high school students if the Course is offered at a high school campus, either in person or using an online platform, during the regular school day.<sup>18</sup>
- 8.2 SCJCD may not limit enrollment in courses held on SCJCD campus, except as otherwise provided by law.
- 8.3 SCJCD is responsible for all Courses and educational programs offered as part of this CCAP Agreement regardless of whether the Course and educational program is offered on site at the DISTRICT or at SCJCD.

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<sup>17</sup> Ed. Code § 76004, subd. (c)(1).

<sup>18</sup> Ed. Code § 76004, subd. (o)(1).

- 8.4 The final scope, nature, time, location, and listing of the Courses shall be determined by SCJCD with the approval of the SCJCD's governing board and will be recorded in Appendix A.<sup>19</sup> Notwithstanding the foregoing, SCJCD and DISTRICT will collaborate to determine Course selection, timing, placement and physical location to ensure the Courses do not conflict with existing courses offered at the DISTRICT site and are acceptable to both PARTIES.
- 8.5 Courses may be offered at SCJCD's or DISTRICT's campus, or online, as specified in Appendix A.<sup>20</sup>
- 8.6 Courses offered at the DISTRICT shall be of the same quality and rigor as those offered on SCJCD campus and shall be in compliance with SCJCD academic standards.
- 8.7 Courses offered at the DISTRICT shall be listed in SCJCD catalog with the same department designations, course descriptions, numbers, titles, and credit.
- 8.8 Courses offered at the DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated SCJCD academic department, approved by SCJCD Curriculum Review Committee and SCJCD Board of Trustees and submitted to the Chancellor's office. Course outlines of record will be provided to the DISTRICT.
- 8.9 Degree and certificate programs that are included in the CCAP Agreement must have been approved by the California Community College Chancellor's Office.
- 8.10 Courses will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SCJCD as well as any corresponding policies, practices, and requirements of the DISTRICT. In the event of a conflict between SCJCD course related regulations, policies, procedures, prerequisites and standards and DISTRICT policies, practices and requirements, SCJCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 8.11 Site visits by one or more representatives of SCJCD shall be permitted by the DISTRICT to ensure that Courses offered at the DISTRICT campuses are the same as the courses offered on SCJCD campuses either in person or using an online platform, and comply with SCJCD academic standards.
- 8.12 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outline of record provided to the DISTRICT on a semester basis.
- 8.13 A Student's withdrawal prior to completion of a Course shall be in accordance with SCJCD guidelines, policies, pertinent statutes and regulations.

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<sup>19</sup> Ed. Code § 76004, subd. (c)(1).

<sup>20</sup> Ed. Code § 76004, subd. (r).

- 8.14 Supervision and evaluation of students enrolled in Courses shall be in accordance with SCJCD guidelines, policies, pertinent statutes, and regulations.
- 8.15 SCJCD has sole administrative purview pertaining to instructional activities of all instructors teaching the Courses.
- 8.16 This CCAP Agreement certifies that any pretransfer-level course taught by SCJCD faculty at a DISTRICT campus shall be offered only to high school Students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and shall involve collaborative effort between the DISTRICT and SCJCD faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the Student is prepared for college-level work upon graduation.<sup>21</sup>
- 8.17 To ensure that Courses offered for college credit at the DISTRICT campuses do not reduce access to the same course offered at SCJCD campuses and are alignment of the core mission of the of California Community Colleges per California Education Code section 66010.4, the California Community College Chancellor's Office must approve the degree and certificate programs that are included in the CCAP Agreement. Courses must be part of the programs approved by the Chancellor's Office unless SCJCD received delegated authority to approve those courses separately locally.

## 9. INSTRUCTOR(S)

- 9.1 SCJCD will select all Course instructors from SCJCD personnel or faculty ("Instructors"). SCJCD shall be the employer of record for all instructors for all Courses for purposes of assignment monitoring and reporting to the county office of education.<sup>22</sup>
- 9.2 SCJCD will assume reporting responsibilities pursuant to applicable federal teacher quality mandates for all Instructors.<sup>23</sup>
- 9.3 Instructors must provide the supervision and control reasonably necessary for the protection of the health and safety of Students and may not have any other assigned duty during the instructional activity. If the CCAP Agreement courses are offered in person, Instructors must be physically present in the classroom or lab or within line-of- sight of the students.
  - i. Any embedded support resources offered by the DISTRICT, such as an embedded teacher, will only be provided upon expressed agreement and consent by the SCJCD instructor.

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<sup>21</sup> Ed. Code § 76004, subd. (n).

<sup>22</sup> Ed. Code § 76004, subd. (m)(1).

<sup>23</sup> Ed. Code § 76004, subd. (m)(2).

- 9.4 SCJCD certifies that all Instructors:
- i. Meet the minimum qualifications for instruction in a California community college as set forth in Title 5, California Code of Regulations, sections 53410 and 58060, as may be amended, and shall be hired by and remain employees of SCJCD.
  - ii. Comply with the fingerprinting requirements set forth in California Education Code sections 45125, 45125.01 and 45125.1 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended.
  - iii. Are mandated reporters pursuant to Penal Code section 11165.7 and shall comply with all required training.
  - iv. Do not have any convictions for any sex offenses as defined in Education Code § 87010 or as amended, or any controlled substance offense as defined in Education Code § 87011 or as amended, if they teach a course on a DISTRICT campus.<sup>24</sup>
- 9.5 Prior to any Course on a DISTRICT campus, Instructors will undergo training provided by the DISTRICT on any specific safety protocols of the campus where the Courses will be held. DISTRICT shall be responsible for providing Instructors with any information on applicable emergency response plans, drills, protocols.
- 9.6 SCJCD shall evaluate Instructor performance using the adopted evaluation process and standards for faculty of SCJCD, subject to the approval of SCJCD's governing board.
- 9.7 SCJCD and DISTRICT jointly determine the subject areas of instruction. SCJCD shall determine the number of Instructors and the ratio of instructors to students.

## **10. ASSESSMENT OF LEARNING AND CONDUCT**

- 10.1 Students enrolled in Courses offered at the DISTRICT shall be held to the same standards of achievement as students in courses taught on SCJCD campus.
- 10.2 Students enrolled in Courses offered at the DISTRICT shall be held to the same grading standards as those expected of students in courses taught on SCJCD campus.
- 10.3 Students enrolled in Courses offered at the DISTRICT shall be assessed, with regard to achievement, using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on SCJCD campus.

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<sup>24</sup> Ed. Code § 76004, subd. (h).

- 10.4 Students enrolled in Courses offered at the DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on SCJCD campus. The PARTIES shall handle any disciplinary action arising out of the Courses at the DISTRICT jointly.
- 10.5 Students enrolled in Courses offered at the DISTRICT who have approved Section 504 Plans that provide accommodations to the educational environment, such as extended time on tests or special seating, may be implemented by SCJCD upon notice of the accommodations by the DISTRICT or student, meeting with the student if necessary, and agreement on the accommodations. Accommodations involving the provision of special equipment or services or additional personnel, such as sign language interpreters, shall be provided by the DISTRICT.
- 10.6 Students enrolled in Courses offered at the DISTRICT who have an Individualized Education Program (“IEP”) shall receive all programs and services provided for under the IEP by the DISTRICT. SCJCD has no responsibility for implementing or accommodating any portion of a Student’s IEP. Students enrolled in Courses may contact SCJCD’s Disability Resources Department (“DRD”) office to request an accommodation(s) and provide information. DRD will follow SCJCD procedure in determining the appropriate accommodation for the Course(s). SCJCD has responsibility for implementing the accommodation offered and provided by DRD in accordance with its standard protocols.

## **11. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 11.1 Each PARTY shall appoint one educational administrator and identify the same in Appendix A. Each educational administrator will serve as point of contact to facilitate coordination and cooperation between SCJCD and DISTRICT in conformity with each PARTY’s respective policies and standards (“Educational Administrator(s)”). Among other things, the Educational Administrators shall collaborate with the SCJCD Title IX Coordinator to determine the process for timely receiving, investigating, and remediating complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 alleged to have occurred in or related to the CCAP Agreement.

In addition, the PARTIES shall mutually appoint a liaison employed by the Sonoma County Office of Education (“SCOE”), who shall facilitate coordination between SCJCD and DISTRICT, to support communication, alignment, and compliance with applicable laws, including California Education Code § 76004. The liaison employed by SCOE shall be identified in Appendix A.

- 11.2 The Educational Administrators will act in good faith to identify personnel to perform certain tasks as required under this CCAP Agreement, including but not limited to conducting appropriate student assessments necessary for determining Student eligibility, outreach/recruitment activities, Student enrollment, and other tasks as deemed necessary by the PARTIES to fulfill their obligations under this CCAP Agreement and the Education Code. The PARTIES agree and understand

that any employee or personnel who performs tasks or fulfills any obligations under this CCAP Agreement shall remain an employee of the district that originally hired the employee. Employees and personnel performing any tasks or obligations under this CCAP Agreement shall perform such tasks or obligations as part of their regular assignment. DISTRICT personnel performing these tasks will be employees of DISTRICT, subject to the authority of DISTRICT. SCJCD personnel performing these will be employees of SCJCD, subject to the authority of SCJCD. Notwithstanding the foregoing, the PARTIES acknowledge and understand that their respective employees may need to take direction or respond to inquiries of the other PARTY in order to fulfill their obligations under this CCAP Agreement.

- 11.3 The PARTIES acknowledge the importance of providing clear, consistent, and accessible information to Students and their parent(s)/guardian(s) regarding participation in the CCAP program. To support this, at minimum, one official CCAP informational session per semester shall be conducted by authorized SCJCD representatives for prospective Students.

The modality, format, and delivery of such sessions shall be determined by SCJCD to ensure accessibility and equitable participation for students and families. The PARTIES agree to collaborate in the scheduling and promotion of such sessions to ensure broad awareness and participation.

Informational sessions shall be voluntary and shall include, but not be limited to, information regarding program eligibility, enrollment procedures, academic expectations, student rights and responsibilities, available student support services, applicable state and federal laws, including the Family Educational Rights and Privacy Act (“FERPA”), requirements for parental or guardian consent, and the implications of enrollment in college courses, including the creation of a permanent college transcript.

The DISTRICT shall coordinate outreach efforts in consultation with SCJCD to ensure that all CCAP-related communications remain accurate, consistent, and aligned with program requirements and applicable law.

- 11.4 SCJCD and the DISTRICT must file an annual report with the office of the Chancellor of the California Community Colleges, and all other required parties pursuant to Education Code section 76004(u)(1) addressing all the following information:
- i. The total number of Students by school site enrolled under this CCAP Agreement, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

- ii. The total number of community college courses by course category and type and by school site enrolled in by Students under this CCAP Agreement.
- iii. The total number and percentage of successful course completions, by course category and type and by school site, of Students under this CCAP Agreement.
- iv. The total number of full-time equivalent students generated by SCJCD participants.

The total number of full-time equivalent students served online generated by SCJCD participants.<sup>25</sup>

11.5 SCJCD will complete and submit the Apportionment Attendance Report (CCFS-320).

11.6 SCJCD and the DISTRICT shall adhere to all applicable state and federal privacy laws and with Sections 15, 16 and 17 when sharing information to file the annual report with the office of the Chancellor of the California Community College and any other reporting requirements.

## 12. DISPUTES

12.1 SCJCD and DISTRICT recognize that, from time to time, disputes may arise between SCJCD employees or students and DISTRICT employees or students. When such disputes arise, SCJCD and DISTRICT shall act in good faith to resolve such disputes informally. Where informal resolution is not successful, or the PARTIES must address a formal inter-agency complaint, the PARTIES will utilize the following process to resolve the matter:

- i. The PARTY receiving the complaint will timely notify the other, and promptly provide the other PARTY with any written complaint received.
- ii. The Educational Administrators will review the complaint to determine, based on the nature of the complaint, whether any statutory or regulatory timelines or other procedural requirements apply, including but not limited to:
  - a. Whether SCJCD is required to report the complaint to the Chancellor of the California Community Colleges pursuant to Title 5 of the California Code of Regulations.

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<sup>25</sup> Ed. Code § 76004, subd. (u).

- b. Whether, based on the nature of the complaint, the complainant is entitled to any rights or protections with regard to how the complaint is handled, pursuant to Title 5 or applicable state or federal laws, including but not limited to Title IX of the Education Amendments of 1972.
  - c. If either Educational Administrator finds such rights to exist, they shall notify the other Educational Administrator, and SCJCD and DISTRICT shall cooperate as needed in carrying out these requirements, which may include but are not limited to conducting a formal investigation within regulatory timelines or the implementation of interim safety measures for the complainant.
- iii. Within a reasonable time of either PARTY receiving the complaint, the PARTIES will discuss the nature and severity of the allegations to determine whether an investigation is required. If the PARTIES agree that a formal investigation is required, the PARTIES will mutually agree upon the scope of the investigation, an investigator, who may be an outside investigator, or qualified employee of SCJCD or DISTRICT. If the PARTIES agree to utilize one PARTY's employee as the investigator, the other PARTY may designate an employee to attend all witness interviews. If the PARTIES agree to utilize an outside investigator, the PARTIES agree to divide the costs equally.
  - iv. If, despite the good faith effort of the PARTIES, they are unable to agree on a process for investigating the complaint, the PARTY whose employee/student is the subject of the complaint will determine the process.
  - v. Each PARTY agrees to cooperate in any investigation initiated and make its employees available to the investigator.
  - vi. All investigative interviews of any students or employees shall comply with any rights and protections afforded to such employees or students under an applicable collective bargaining agreement or state or federal law, including but not limited to the right to have a representative present during an interview that could lead to discipline.
  - vii. The investigator must provide all investigative reports to both PARTIES setting forth findings as to the allegations and the basis for the findings, unless sharing would cause a PARTY to violate confidentiality or privacy laws.
  - viii. SCJCD and DISTRICT shall share any and all materials from the investigation, unless sharing would cause a PARTY to violate confidentiality or privacy laws.

- ix. Each PARTY shall have sole discretion to determine the disciplinary measures it will impose against its respective employees or students. Notwithstanding the foregoing, the other PARTY retains the right to have the subject of a sustained complaint removed from participating in the Courses or providing services under this CCAP Agreement.

### **13. APPORTIONMENT**

- 13.1 SCJCD shall include the Students enrolled in a Course in its report of full-time equivalent students (“FTES”) for purposes of receiving state apportionments when the Course(s) complies with current requirements for dual enrollment under applicable California law.
- 13.2 For purposes of allowances and apportionments from Section B of the State School Fund, when SCJCD conducts a closed course on a DISTRICT campus, SCJCD shall be credited with the units of FTES attributable to the attendance of eligible high school Pupils.<sup>26</sup>
- 13.3 DISTRICT shall not receive a state allowance or apportionment for an instructional activity for which SCJCD has been, or shall be, paid an allowance or apportionment.<sup>27</sup>
- 13.4 The attendance of a high school pupil at SCJCD as a special part-time or full-time student pursuant to this CCAP Agreement is authorized attendance for which SCJCD shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that the DISTRICT has not received reimbursement for the same instructional activity.<sup>28</sup> Standard FTES computation rules, support documentation, course selection tabulations, and record retention requirements continue to apply, including as prescribed by Title 5 of the California Code of Regulations.

### **14. CERTIFICATIONS**

- 14.1 The DISTRICT certifies and agrees that:
  - i. The direct education costs of the Courses will not be fully funded through other sources.
  - ii. The DISTRICT agrees and acknowledges that SCJCD will claim apportionment for the DISTRICT Students enrolled in the Courses.
  - iii. Any SCJCD instructor teaching a Course at a DISTRICT campus will not displace or result in the termination of any existing DISTRICT employee teaching the same course on that DISTRICT campus.<sup>29</sup>

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<sup>26</sup> Ed. Code § 76004, subd. (o)(2).

<sup>27</sup> Ed. Code § 76004, subd. (s).

<sup>28</sup> Ed. Code § 76004, subd. (t)(1).

<sup>29</sup> Ed. Code § 76004, subd. (i)

14.2 SCJCD certifies and agrees that:

- i. SCJCD has not received full compensation for the direct education costs for the conduct of the Courses from other sources.
- ii. No DISTRICT teachers will teach any Courses and thus no DISTRICT teachers will displace or result in the termination of any existing SCJCD faculty members teaching the same Course at SCJCD campuses.<sup>30</sup>
- iii. A Course offered at the DISTRICT will not reduce access to the same course offered at SCJCD.<sup>31</sup>
- iv. The CCAP Agreement is consistent with the core mission of SCJCD pursuant to Section 66010.4, and Students that enroll in the Courses will not lead to the displacement of otherwise eligible adults at SCJCD.<sup>32</sup>

14.3 Each PARTY certifies that it complies with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a Course.<sup>33</sup>

## 15. RECORDS

15.1 SCJCD shall maintain permanent records of student enrollment, grades and achievement for SCJCD students. Records will be open for review at all times by SCJCD officials and submitted on a schedule developed by SCJCD.

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

15.3 SRJC and DISTRICT shall utilize Cal-PASS Plus to facilitate data sharing between the PARTIES. DISTRICT will upload student data to CALPADS and maintain an agreement with Cal-PASS Plus such that Cal-PASS Plus is authorized to obtain agreed upon data students from CALPADS. SRJC will maintain an agreement with Cal-PASS Plus to provide agreed upon data. DISTRICT and SRJC will initiate data requests using Cal-PASS Plus protocols, (i.e., requesting party submits request to Cal-PASS Plus, Cal-PASS Plus seeks approval from data owner to fulfill request, Cal-PASS Plus provides data for approved requests).

## 16. CCAP AGREEMENT DATA MATCH AND REPORTING

16.1 SCJCD and DISTRICT shall ensure operational protocols consistent with the collection of Student data and the timely submission of the data.

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<sup>30</sup> Ed. Code § 76004, subd. (j).

<sup>31</sup> Ed. Code § 76004, subd. (k)(1).

<sup>32</sup> Ed. Code § 76004, subd. (k)(2).

<sup>33</sup> Ed. Code § 76004, subd. (l).

- 16.2 SCJCD shall report all program and Student data to the office of the Chancellor of the California Community Colleges.

## 17. PRIVACY OF STUDENT RECORDS

- 17.1 FERPA. SCJCD and DISTRICT understand and agree that education records of Students and personally identifiable information contained in those educational records are subject to all state and federal laws regarding student data privacy, including but not limited to, FERPA<sup>34</sup> and state law as set forth in Education Code §§ 49064, 49076 and 76243. SCJCD and DISTRICT agree to hold all Student education records generated pursuant to this CCAP Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.<sup>35</sup> The PARTIES recognize that they may be required to share "Student Data" including data that is descriptive of the student including, but not limited to, information in the student's educational record or email, first and last name, home address, telephone number, email address, or other information allowing online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information text messages, documents, student identifiers, search activity, photos, voice recordings or geolocation information. Student Data shall constitute Pupil Records for the purposes of California and federal laws and regulations.
- 17.2 Limitation on Use. SCJCD and DISTRICT shall use each Student education record that it may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with its authority to access that information pursuant to Federal and State law, as may be as applicable.<sup>36</sup> Neither PARTY will sell or otherwise derive a benefit from sharing information from Student Data with a third party.
- 17.3 Recordkeeping Requirements. SCJCD and DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, Student Data set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- 17.4 Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this CCAP Agreement, SCJCD and DISTRICT hereby acknowledge that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing Student Data to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

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<sup>34</sup> 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30

<sup>35</sup> 34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Ed. Code §§ 49064 and 49076.

<sup>36</sup> 34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Ed. Code § 49076.

- 17.5 Deletion of Student Data. Upon written request of a PARTY, the other shall dispose or delete all, or a requested portion of, Student Data obtained pursuant to this AGREEMENT when it is no longer needed for the purpose for which it was obtained. Disposition shall include (1) shredding any hard copies of any Student Data; (2) deleting electronic information; or (3) otherwise modifying the personal information in those records to make it unreadable or indecipherable by human or digital means. Nothing in this AGREEMENT authorizes a PARTY to maintain Student Data obtained pursuant to this AGREEMENT beyond the time period reasonably needed to complete the disposition.
- 17.6 Safeguarding Student Data. Each PARTY agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. Such PARTY shall take actions to ensure the security and confidentiality of Student Data, including, but not limited to: (1) designating and training responsible individuals on ensuring the security and confidentiality of Student Data; (2) maintaining all data obtained or generated pursuant to this AGREEMENT in a secure computer environment and not copying, reproducing or transmitting data obtained pursuant to this AGREEMENT except as necessary to fulfill the purpose of the AGREEMENT; (3) employing industry standard measures to protect data from unauthorized access; and (4) conducting digital and physical periodic risk assessments and remediate any identified security and privacy vulnerabilities in a timely manner.
- 17.7 Unauthorized Access to Student Data. Upon becoming aware of any unlawful or unauthorized access to Student Data maintained by a PARTY, stored on equipment used by a PARTY, or in facilities used by a PARTY, such PARTY will take the following measures: (1) promptly notify the other PARTY of the suspected or actual incident; (2) promptly investigate the incident and provide the other PARTY with detailed information regarding the incident, including the identity of affected users; and (3) assist the other PARTY in notifying affected users and affected parents or legal guardians of commercially reasonable steps to mitigate the effects and to minimize any damage resulting from the incident.
- 17.8 Eligible Student. SCJCD and DISTRICT acknowledge that Students participating in CCAP courses are “eligible students” as defined by FERPA.

## **18. PAYMENTS AND REIMBURSEMENT**

- 18.1 Each PARTY shall be responsible for paying its own employees and personnel performing any tasks or services under this CCAP Agreement, including instruction of Courses. The PARTIES do not intend or contemplate that they will exchange any payments or reimbursements as part of this CCAP Agreement.

## **19. FACILITIES**

- 19.1 The DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction of the Courses and do so without charge to SCJCD or students. DISTRICT agrees to clean, maintain, and safeguard DISTRICT's premises. DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes. SCJCD shall not be required to acquire any permits or facility use approval for use of DISTRICT's campus, except as may be set forth in this CCAP Agreement.
- 19.2 SCJCD facilities may be used subject to mutual agreement by the PARTIES as expressed in Appendix A.

## **20. INDEMNIFICATION**

- 20.1 Government Code Section 895.2 imposes certain tort liability jointly and severally upon public entities solely by reason of such entities being parties to an agreement. Each of the PARTIES to this Agreement, to the maximum extent permissible by law, will assume the full liability imposed upon it or any of its trustees, officers, agents, or employees for injury caused by any act or omission occurring in each PARTY's performance of this Agreement to the same extent that such liability would be imposed in the absence of Government Code Section 895.2. To achieve such purpose, and pursuant to Government Code Section 895.4, each of the PARTIES indemnifies, saves, and holds harmless the other PARTY for any claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, including attorneys' fees (collectively "Claims") as described below.
- 20.2 To the furthest extent allowed by law, the DISTRICT agrees to and shall indemnify, defend and hold harmless SCJCD and its governing board, trustees, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives ("SCJCD Indemnitees") from any and all Claims to the extent arising out of DISTRICT or District Indemnitees' (as defined below) negligence, wrongful acts or omissions, or willful misconduct relating to the performance of this CCAP Agreement, except to the extent caused by the gross negligence or intentional misconduct of SCJCD or SCJCD Indemnitees.
- 20.3 To the furthest extent allowed by law, SCJCD agrees to and shall indemnify, defend and hold harmless the DISTRICT and its governing board, trustees, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives ("District Indemnitees") from any and all Claims, to the extent arising out of SCJCD or SCJCD Indemnitees' negligence, wrongful acts or omissions, or willful misconduct relating to the performance of this CCAP Agreement, except to the extent caused by the gross negligence or intentional misconduct of the DISTRICT or District Indemnitees..

- 20.4 These indemnity provisions shall survive termination or expiration of this CCAP Agreement or any related course agreement, and is in addition to any other rights or remedies that DISTRICT or SCJCD may have under law and/or otherwise.

## **21. INSURANCE**

- 21.1 Each PARTY, in order to protect the other PARTY, its agents, employees and officers against Claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than TWO MILLION DOLLARS (\$2,000,000) per incident and TEN MILLION DOLLARS (\$10,000,000) in the aggregate, and property damage insurance of not less than ONE MILLION DOLLARS (\$1,000,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. The DISTRICT's said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name Sonoma County Junior College District, its trustees, agents, employees and officers as additional insureds for the purposes of this CCAP Agreement. SCJCD's said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name Santa Rosa City Schools, its trustees, agents, employees and officers as additional insureds for the purposes of this CCAP Agreement. Each PARTY shall provide the other PARTY a certificate of insurance including such endorsement and waiving subrogation rights against such additional insureds prior to the start of the initial Courses.
- 21.2 For the purpose of Workers' Compensation, each PARTY shall be the "primary employer" for all its personnel who perform services as Instructors and support staff. Each PARTY shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services and receiving instruction under this CCAP Agreement. Each PARTY agrees to hold harmless, indemnify, and defend the other PARTY, its governing board, trustees, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by that PARTY'S personnel connected with providing services under this CCAP Agreement.

## **22. NON-DISCRIMINATION**

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

## **23. INTEGRATION, MODIFICATION AND AMENDMENT**

- 23.1 Appendix A is incorporated by this reference into this CCAP Agreement.
- 23.2 This CCAP Agreement and Appendix A sets forth the entire agreement between the PARTIES relating to the subject matter of this CCAP Agreement. This CCAP Agreement and Appendix A supersede any prior agreements, promises, negotiations, or representations, express or implied, oral or written, not included in this CCAP Agreement and Appendix A.
- 23.3 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by both PARTIES.
- 23.4 DISTRICT is aware and acknowledges that SCJCD may enter into CCAP agreements with other school districts or county offices of education. All CCAP agreements will include all terms required by law, although the specific terms of each agreement may be modified. However, CCAP agreements with other school districts or county offices of education will not modify, alter, or extinguish the rights and duties of SCJCD or DISTRICT under this CCAP Agreement.

## **24. GOVERNING LAWS**

- 24.1 This agreement shall be interpreted according to the laws of the State of California.
- 24.2 The venue of any action or proceeding in connection with this CCAP Agreement shall be Sonoma County, California, unless the PARTIES mutually agree on venue being in a different County.

## **25. SCJCD BOUNDARIES**

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

## **26. SEVERABILITY**

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

## **27. COUNTERPARTS**

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

**28. NOTICES.**

28.1 All notices under this CCAP Agreement shall be in writing and delivered by hand, electronic mail, overnight courier, or regular, certified, or registered mail, return receipt requested, and will be deemed received upon personal delivery, acknowledgment of receipt of electronic transmission, the promised delivery date after deposit with overnight courier, or five (5) days after deposit in the mail. Notices must be sent to the person identified below at the addresses set forth in this Agreement or such other address as either Party may specify in writing.

Sonoma County Junior College Kate Jolley VP, Finance/Administrative Services 1501 Mendocino Ave Santa Rosa, CA 95401	Santa Rosa City Schools Lisa August Hume Interim Superintendent 110 Stony Point Road, Suite 210 Santa Rosa, CA 95401 laugust@srcs.k12.ca.us
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**29. PROVISIONS REQUIRED BY LAW DEEMED INSERTED; COMPLIANCE WITH APPLICABLE LAW**

- 29.1 All provisions required by law to be inserted in this CCAP Agreement shall be deemed to be inserted and this CCAP Agreement shall be read and enforced as though they were included. If through mistake or otherwise, any provision is not inserted or is not correctly inserted, then upon application of either PARTY, the CCAP Agreement may be amended to make the insertion or correction.
- 29.2 Each PARTY shall comply with all applicable law in the performance of its obligations under this CCAP Agreement.

**SIGNATURES**

IN WITNESS WHEREOF, the PARTIES hereto have executed this Agreement on the day and year written below.

By: \_\_\_\_\_ Date: \_\_\_\_\_,  
Lisa August Hume  
Interim Superintendent  
Santa Rosa City Schools

By: \_\_\_\_\_ Date: \_\_\_\_\_  
SRJC Superintendent/President  
SONOMA COUNTY JUNIOR COLLEGE DISTRICT

**SONOMA COUNTY JUNIOR COLLEGE DISTRICT Board Meetings:**

- (a) Information and Public Comment Board Meeting Date:
- (b) Approval Date:

**Santa Rosa City Schools District Board Meetings:**

- (a) Information and Public Comment Board Meeting Date:
- (b) Approval Date:

**APPENDIX A**  
**COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT**  
**A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, Sonoma County Junior College District (“SCJCD”) and Santa Rosa City Schools (“DISTRICT”), entered into College and Career Access Pathways Partnership Agreement (“CCAP Agreement”) effective upon execution of the contracts;

WHEREAS, SCJCD and the DISTRICT agree to record SCJCD and DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing required reporting requirements within California Education Code section 76004(u), including, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and

WHEREAS, SCJCD and the DISTRICT agree to record SCJCD and DISTRICT specific components of the CCAP Agreement using the Appendix to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses as required by California Education Code section 76004(c); and

NOW THEREFORE SCJCD and DISTRICT agree as follows:

**1. TERM FOR APPENDIX**

1.1 The PARTIES agree that this Appendix A shall cover the specific details for the following term(s):

TERM	YEAR
Fall	2026
Spring	2027

**2. EDUCATIONAL ADMINISTRATORS AND LIAISON**

Pursuant to Education Code § 76004(c)(2), SCJCD and the DISTRICT designate the following Educational Administrators to serve as points of contact for CCAP oversight and liaison to facilitate coordination between the PARTIES:

LOCATION	NAME   TITLE	TELEPHONE   EMAIL	RESPONSIBILITIES
SCJCD	Robert Holcomb, Vice President, Asst. Superintendent, Academic Affairs	707-527-4615 rholcomb@santarosa.edu	Overall academic affairs oversight
SCJCD	Vanessa Luna, Dean of Instruction and Enrollment Management	707-778-3631 vluna@santarosa.edu	CCAP enrollment processing, compliance, course oversight, and reporting
Sonoma County Office of Education (SCOE)	Kelly Schmieg, Early College Credit Project Coordinator, Sonoma County Office of Education (SCOE)	707-524-8411 kschmieg@scoe.org	K-12 liaison for participating districts; to support communication, alignment, and compliance with applicable laws, including Education Code § 76004
Santa Rosa City Schools	Maria Carillo High School Principal: Amy Wiese	(707) 890-3820 ext. 54105 awiese@srcs.k12.ca.us	Site-level CCAP oversight; supports recruitment and enrollment; ensures site compliance
Santa Rosa City Schools	Montgomery High School Principal: Tyler Ahlborn	(707) 890-3830 ext. 50105 tahlborn@srcs.k12.ca.us	Site-level CCAP oversight; supports recruitment and enrollment; ensures site compliance
Santa Rosa City Schools	Elsie Allen High School Principal: Casey Cunningham	(707) 890-3810 ext. 53105 ccunningham@srcs.k12.ca.us	Site-level CCAP oversight; supports recruitment and enrollment; ensures site compliance

**3. CRITERIA USED TO ASSESS ABILITY OF PUPILS TO BENEFIT FROM CCAP AGREEMENT COURSES OFFERED**

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the CCAP Agreement Course(s) offered (Ed. Code, § 76004, subd. (c)(1).):

**4. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

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

<b>Program Term or Year</b>	2026/2027
<b>Community College District</b>	Sonoma County Junior College District
<b>College</b>	Santa Rosa Junior College
<b>College Campus</b>	N/A
<b>Educational Program(s)/Department(s)</b>	Behavioral Sciences; Business & Entrepreneurship; Counseling; Kinesiology; Learning & Resources
<b>School District</b>	Santa Rosa City Schools
<b>Total Number of High School Pupils to be Served:</b>	SCJCD standard: 22 minimum per section; maximum based on established course capacity
<b>Total Number of FTES to be Claimed by Community College District:</b>	TBD

**5. LIST OF CCAP AGREEMENT COURSES TO BE OFFERED IDENTIFIED BY DISTRICT SITE:**

<b>DISTRICT SITE: Elsie Allen High School</b>	
TOTAL NUMBER OF STUDENTS TO BE SERVED: 22 minimum per section; maximum based on established course capacity	TOTAL PROJECTED FTES: TBD

COURSE NAME	COURSE NUMBER (UNITS)	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
College Success (COUN 53)	3	Fall 2026	Tue 2:05–3:35 PM; Thu 2:05–3:35 PM	T/TH	Savanah Hemphill	SCJCD	Elsie Allen High School, Classroom TBD
Introduction to Information Literacy (LIR 10)	1	Fall 2026	Mon 2:05–3:25 PM	Mondays	TBD	SCJCD	Elsie Allen High School, Classroom TBD
(Tentative: Contingent on Staffing Availability) Intro to Psychology (PSYC C1000)	3	Spring 2027	M 2:05 -3:35 W 2:05 -3:25	M/W	TBD	SCJCD	Elsie Allen High School, Classroom TBD

<b>DISTRICT SITE: Montgomery High School</b>	
TOTAL NUMBER OF STUDENTS TO BE SERVED: 22 minimum per section; maximum based on established course capacity	TOTAL PROJECTED FTES: TBD

COURSE NAME	COURSE NUMBER (UNITS)	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
College Success (COUN 53)	3	Fall 2026	Mon 8:30–9:20 AM; Wed 8:30–10:05 AM;	M/W/F	TBD	SCJCD	Montgomery High School, Classroom TBD

			Fri 8:30– 9:20 AM				
Innovation (ESHP 101)	3	Spring 2027	M 8:30 - 9:20 AM; W 8:30 - 10:05 AM; F 8:30 -9:20 AM	M/W/F	TBD	SCJCD	Montgomery High School, Classroom TBD
<b>DISTRICT SITE: Maria Carrillo High School</b>							
TOTAL NUMBER OF STUDENTS TO BE SERVED: 22 minimum per section; maximum based on established course capacity					TOTAL PROJECTED FTES: TBD		

COURSE NAME	COURSE NUMBER (UNITS)	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
Introduction to Kinesiology (KIN 1)	3	Fall 2026	8:30 - 10:15AM	Mon/Thurs.	TBD	SCJCD	Maria Carrillo High School, Classroom TBD
Introduction to Sports Medicine (KIN 4)	3	Spring 2027	8:30 - 10:15AM	Mon/Thurs.	TBD	SCJCD	Maria Carrillo High School, Classroom TBD

**6. BOOKS AND INSTRUCTIONAL MATERIALS**

6.1 Pursuant to Section 7.2 of the CCAP Agreement, the PARTIES agree and understand that the books, instructional materials, specialized equipment, and other necessary equipment will be necessary for the Courses offered during the current Program Year. The total cost of books and instructional materials for Students enrolled in the Courses is the responsibility of the DISTRICT.

Name of High School: <b>Elsie Allen High School</b>				
COURSE NAME AND NUMBER	TEXTBOOK	COST	OTHER INSTRUCTIONAL MATERIALS	COST
Introduction to Information Literacy (LIR 10)	TBD	TBD	TBD	TBD
College Success (COUN 53)	TBD	TBD	TBD	TBD
Intro to Psychology (PSYC C1000)	TBD	TBD	TBD	TBD

Name of High School: <b>Montgomery High School</b>				
COURSE NAME AND NUMBER	TEXTBOOK	COST	OTHER INSTRUCTIONAL MATERIALS	COST
College Success (COUN 53)	TBD	TBD	TBD	TBD
Innovation (ESHP 101)	TBD	TBD	TBD	TBD

Name of High School: <b>Maria Carrillo High School</b>				
<b>COURSE NAME AND NUMBER</b>	<b>TEXTBOOK</b>	<b>COST</b>	<b>OTHER INSTRUCTIONAL MATERIALS</b>	<b>COST</b>
Introduction to Kinesiology (KIN 1)	TBD	TBD	TBD	TBD
Introduction to Sports Medicine (KIN 4)	TBD	TBD	TBD	TBD

**7. JOINT FACILITIES USE PROTOCOLS:**

7.1 SCJCD and DISTRICT shall adhere to the terms outlined in Section 19 of the CCAP Agreement. Pursuant to Section 19 of the CCAP Agreement, DISTRICT shall extend access and use of the following DISTRICT facilities for use for the Courses:

<b>DISTRICT CAMPUS &amp; ADDRESS</b>	<b>BUILDING NAME</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>
Elsie Allen High School	TBD	TBD	TBD	TBD
Maria Carrillo High School	TBD	TBD	TBD	TBD
Montgomery High School	TBD	TBD	TBD	TBD

7.2 If the PARTIES agree to use SCJCD, SCJCD shall extend access and use of the following SCJCD facilities:

<b>SCJCD CAMPUS &amp; ADDRESS</b>	<b>BUILDING NAME</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>
N/A				

WITNESS WHEREOF, the PARTIES hereto have executed this APPENDIX A to the CCAP Agreement on the day and year written below.

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

Lisa August Hume  
Interim Superintendent  
Santa Rosa City Schools

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

Dr. Angélica Garcia, President  
SONOMA COUNTY JUNIOR COLLEGE DISTRICT