

MEMORANDUM OF UNDERSTANDING – 2016-2017  
 FOR A CONSORTIUM ESTABLISHED TO PARTICIPATE IN THE CARL D. PERKINS CAREER AND  
 TECHNICAL EDUCATION IMPROVEMENT ACT OF 2006 SECTION 132 (ADULT) FUNDS

Names of Consortium's Participating Local Educational Agencies (LEAs):

Antioch Unified School District - Adult	West Contra Costa Unified School District - Adult
Liberty Union High School District - Adult	Mount Diablo Unified School District - Adult
Martinez Unified School District - Adult	Berkeley Unified School District - Adult
Pittsburg Unified School District - Adult	Hayward Unified School District - Adult
Regional Occupational Program Contra Costa County Office of Education - Adult	

1. This consortium was established for the purpose of meeting the minimum grant (\$50,000) eligibility requirement of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Section 132 (adult) funds. The consortium is comprised of the LEAs listed above. This agreement will become effective upon receipt of signatures of the Superintendent or Authorized Designee from each of the consortium's participating LEAs and will extend through the duration of the 2006 Act funding, or until revised or disbanded by the participating LEAs.
2. As the administrative agency for the consortium, Martinez Adult Education will receive and administer the consortium's allocated funds, and submit the necessary plans, applications, and all fiscal claims to the California Department of Education (CDE). **Each of the LEAs participating in the consortium will cooperate in the development of these documents and will provide timely responses to the consortium fiscal agent's request for information and data.**
3. **Each member of the consortium will submit all annual accountability reports as required of all LEAs participating in the Perkins funds: (a) the E-1 report which provides enrollment, academic and skill attainment (program completion), and school completion data on all Career Technical Education programs conducted by the LEA; and (b) the E-2 report which provides employment and/or postsecondary education placement data on the program completers reported on the E-1 report. The CDE will aggregate the report data submitted by individual consortium members into a single report for the consortium. (C) Both CDE 20 and 21 will be submitted separately by each consortium member as required by the Perkins Grant.**
4. In accordance with Section 132(a)(3) of the 2006 Perkins Act, the consortium's annual allocated funds will be used only for purposes and programs that are: (a) mutually beneficial to all members of the consortium; and (b) only for the program improvement and student support activities presented in the consortium's 2008–12 local plan and annual applications approved by the CDE. No funds will be redistributed to individual members of the consortium for purposes or programs that are not available to all members of the consortium.
5. Martinez Adult Education will retain up to the indirect amount (at the annual state rate) of the consortium's annual Section 132 allocation for costs incurred in administering the annual grant award.

As evidenced by the accompanying Superintendent or Authorized Designee signatures, each of the consortium's participating LEAs agrees to the conditions set forth in this Memorandum of Understanding:

Antioch Unified School District	Authorized Signature	Date
Berkeley Unified School District	Authorized Signature	Date
Hayward Unified School District	Authorized Signature	Date
Liberty Union High School District	Authorized Signature	Date

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\_\_\_\_\_  
Martinez Unified School District

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mount Diablo Unified School District

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pittsburg Unified School District

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Occupational Program  
Contra Costa County Office of Education

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
West Contra Costa Unified School District

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Perkins 132 Adult Funding Assurances - Please check your site below and return to LEA Fiscal Manager, Kathy Farwell, Martinez Adult.

\_\_\_\_ Antioch Adult                      \_\_\_\_\_ Martinez Adult                      \_\_\_\_\_ West Contra Costa Adult  
\_\_\_\_ Berkeley Adult                      \_\_\_\_\_ Mt. Diablo Adult  
\_\_\_\_ Hayward Adult                      \_\_\_\_\_ Pittsburg Adult  
\_\_\_\_ Liberty Adult                      \_\_\_\_\_ ROP (CCCOE)

In signing below, the district indicated above assures that all items below will be followed:

### A. Inventory Verification

Each LEA maintains a historical inventory system, which contains the description, name, serial or other identification number, acquisition date, original cost, and percentage of federal participation in the cost, location, use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown. [CEC 35268]

\_\_\_\_\_  
(LEA NAME 132 - Adult/ROCP)  
conducts a historical inventory verification at least every 2 years  
for all of the following:

- Description
- Name
- Serial or other identification number
- Acquisition date
- Original cost
- Location (room)
- Use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

### B. Teacher Qualification

All CTE courses must be taught by an appropriately credentialed teacher as determined by the California Commission on Teacher Credentialing. The following are required for a teacher to be considered appropriately credentialed CTE teacher:

- Possesses a standard secondary, single-subject or designated-subject credential which authorizes the teaching of the CTE course(s) to which s/he is assigned, (a Single Subject, Designated Subject, Single Subject with Subject matter Authorization, New Career Technical Education Credential by industry sector)
- Has employment experience, outside of education, in the career pathway addressed by the CTE program or other evidence of equivalent proficiency. [CTE State Plan]

All teachers in my LEA are appropriately credentialed CTE teachers; the CTE teacher matrix for 2016-17 is completed and attached.

### C. Assurances and Certifications (6-page document)

I have read will abide by the assurances and certifications for use of the Carl D. Perkins Career and Technical Education Improvement Act of 2006, as defined in the 6-page document prepared by the CDE.

\_\_\_\_\_  
Signature of District Representative

\_\_\_\_\_  
Date