



Board Agenda Item #	II B- Consent Item
Date:	September 13, 2018
To:	Magnolia Public Schools - Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Ismael Soto, Director of Partnerships
RE:	Acceptance of the LA County Arts Commission matching grant through the Advancement Grant Program

PROPOSED BOARD MOTION

I move that the board accept the LA County Arts Commission matching grant of \$16,400 through the Advancement Grant Program.

BACKGROUND

For the first 15 years, Magnolia Public Schools (MPS) has had a clear STEM focus. In 2015, MPS Leadership and its Board of Directors committed ***to expanding on this success and made the shift towards a strong STEAM-focused organization.*** As the arts are more widely embraced, we believe that authentic connections and through lines between multiple disciplines will be made visible, and strategies will emerge to support integration. There are three pillars that undergird the work of MPS: ***Innovation, Connection, Excellence. These all apply directly to our efforts with the arts.***

Throughout the 2016-2017 academic school year, a total of four Community Arts Team (CAT) meetings were held in October and December of 2016 and in January and March of 2017. In addition, strategic design and special follow-up meetings were held with the Arts Ed Collective coach, Peggy Burt and MPS team co-chairs.

At the beginning of the Arts Ed Collective planning process, the key priority was to create a cohesive vision for how the arts can support all students in MPS. In addition, the plan

needed to identify ways to fully support teachers through high-quality professional development in arts and arts integration. Through the process, an additional priority emerged: the concept of Arts Leads at each school site, developing a shared leadership team needed to understand and purposefully engage with the strategic arts planning process to sustain the plan that would be adopted and supported. For 2018-2019, we will focus on four Arts Leads: 1 for Elementary, 1 for Secondary, 1 for Visual Arts and 1 for Music.

Important Shift in Arts Education During 2017-2018

During the 2016-2017 academic year, Magnolia Public Schools (MPS) worked closely with Peggy Burt, Arts Ed Collective coach, and the CAT to create a Strategic Arts plan.

During the 2017-2018 academic year, MPS was granted second year implementation support with Peggy Burt. Also, during this year, the Strategic Arts plan was brought to a wider audience at MPS where initial steps were successfully implemented. However, MPS did not have the adequate resources to equally service all ten Magnolia schools.

As a direct result of the Strategic Plan and MPS involvement with the Arts Ed Collective, MPS gained the attention of The Music Center Education Division. As a result of conversations with Keith Wyffels, Associate Vice President of The Music Center Education Division, Magnolia Science Academy-7 (MSA-7) was awarded a \$103,650 Annenberg grant. Through this partnership, The Music Center is providing arts integration and professional development services to one of our TK-5 elementary schools in Van Nuys, MSA-7, for three consecutive years; 2017-18, 2018-19, and 2019-20. The three-year program is intended to allow teachers to gradually gain arts integration skills and strategies that they will utilize within core content areas for the benefit of their students. *This is a pilot project that will serve as a model for the organization.*

Long Term vision for Arts Education at Magnolia Public Schools

Magnolia Public Schools' goal is to improve pedagogy, student assessment and professional development in the arts. We will do this by providing an expanded toolkit of instructional

best practices, developing an understanding of how to apply techniques in the classroom, and creating arts integrated curriculum models. As we build out arts integration skills and strategies, arts teachers and school site-based arts leads will share these practices with other classroom teachers.

New Strategy: Visual and Performing Arts (VAPA) Coordinators appointed to lead systemic arts integration efforts.

Four Arts Leads (VAPA Coordinators) have been named for Magnolia Public Schools. Jennifer Rivera (MSA-7) has been appointed as Elementary Arts Lead. Jennifer has extensive experience developing programs at the elementary level and is the chief liaison to The Music Center project. Sunny Jung (MSA-SA), who is a Visual Arts teacher and is experienced in TK-12 visual art teaching, has been appointed Secondary Arts Lead. Roy Thomas (MSA-3) has been appointed as Music Lead. He serves as the band director and digital arts teacher. Lastly, Meiling Seward (MSA-1), a 10-year veteran art teacher has been appointed as Visual Arts Lead.

All four Arts Leads will continue to expand their understanding through Arts Ed Collective convenings, LACOE Professional Development, and specific professional development presented by The Music Center.

In addition, MPS has organized a cohort of 10 arts teachers, one from each Magnolia Science Academy to serve as the ongoing CAT team. This cohort will meet on a regular basis for professional development and sharing of best practices. The four key Arts Leads will not only serve as the leads for their respective schools but will also serve as coaches.

The Advancement Grant funding will allow us to expand on the opportunity provided by The Music Center for two MPS school sites, MSA-1 and MSA-3 to build a coherent strategy that will allow arts integration strategies to be brought to ALL Magnolia school sites, providing access and equity for all students. This will allow us to begin to see the promise

of a fully integrated STEAM approach for all of our students. We look forward to sharing lessons learned with the greater LA County community.

We believe that the strategy of building our capacity through a long-term professional development lens, will ensure that Magnolia moves from STEM to STEAM and can be a model for other organizations and districts.

ANALYSIS (IF APPLICABLE)

As a team, we explored a baseline of understanding around arts education, arts integration (Kennedy Center model), the Arts Ed Collective planning process and the elements of a comprehensive arts education plan. We developed a practical vision, identified strengths and challenges and created strategic directions. Finally, we reviewed the Arts Ed Collective data profile for Magnolia Public Schools prepared by Harder + Co. The team incorporated these findings into our plan and created strategic actions in the key areas of **Content, Infrastructure and Sustainability.**

Budget Implications

Complete budget table expenses and expense details:

- \$16,280 LA County Arts Commission grant
- \$16,389 match from Magnolia Public Schools
 - MSA-1 = \$3,000
 - MSA-3 = \$3,000
 - MSA-7 = \$3,000
 - MSA-Santa Ana = \$3,000
 - Magnolia Public Schools - Home Office = \$4,389

Service	MPS	LA County	Total
District Services for Students	\$0	\$0	\$0
Professional Development	\$0	\$16,280	\$16,720
Curriculum Development	\$2,200	\$0	\$2,200
District Arts Coordination (*Art	\$8,000*	\$0	\$8,000

<i>Lead Stipends)</i>			
Instruments, Equipment, Instructions Materials	\$1,800	\$0	\$1,800
Other: Administrative Planning & Planning	\$4,389	\$0	\$4,389
	\$16,389	\$16,280	\$32,669

1. District Services for Students: \$0
2. Professional Development: \$16,280
 - a. Expense Details:
 - i. Ten 4-hour Professional Development Workshops billed at \$330/hour to accommodate all planning = (LA County \$13,200).
 - ii. Seven 1-hour Classroom Workshops, for 4 classrooms at \$110/hr = (LA County \$3,080)
3. Curriculum Development: \$1,980
 - a. Expense Details: 20 hours Curriculum Development (at \$110/hr) = (MPS \$2,200)
4. District Arts Coordination: \$8,000
 - a. Expense Details: 4 Arts Leads at \$2,000 each = (MPS \$8,000)
 - i. MSA-1: \$2,000 stipend for Meiling Seward, Visual Arts Lead
 - ii. MSA-3: \$2,000 stipend for Roy Thomas, Music Lead
 - iii. MSA-7: \$2,000 stipend for Jennifer Rivera, Elementary Arts Lead
 - iv. MSA-SA: \$2,000 stipend for Sunny Jung, Secondary Arts Lead
5. Instruments, Equipment, Instructions Materials: \$1,800
 - a. Expense Details: PD Materials (10 PDs at \$100 each= \$1000) and Materials (4 classrooms x \$200= \$800) = (MPS \$1,800)
6. Other: \$4,389
 - a. Expense Details: Administrative Planning (at 5% of total minus materials) and planning (at \$110/hr) = \$1,089 Administrative Planning and Planning = \$3,300 (MPS \$4,389)

Exhibits (attachments):

Attachments:

1. Magnolia Public Schools 18-19 Announcement.pdf
2. AG_Agreement_MPS.pdf



LEADERSHIP COUNCIL

- Glenna Avila
CalArts Community Arts Partnership
- Wendy Chang
Dwight Stuart Youth Fund
- Yvonne Contreras
LA County Office of Education
- Armalyne De La O
LA Basin California Arts Project
- Genethia Hudley Hayes
Office of LA County
Supervisor Sheila Kuehl
- Alex M. Johnson
LA County Board of Education
- Sofia Klatzker
Arts for LA
- Janice Pober
Sony Pictures Entertainment
- Norma Provencio Pichardo
LA County Arts Commission
- Angel Roberson
Angell Foundation
- Mark Slavkin
Wallis Annenberg Center
for the Performing Arts
- Shannon Wilkins
LA County Office of Education
- Dotti Ysais
LA County Office of Education
- Kristin Sakoda
LA County Arts Commission

FUNDERS COUNCIL

- The Herb Alpert Foundation
- The Angell Foundation
- The Annenberg Foundation
- The Philip & Muriel Berman Foundation
- The Sheri & Les Biller Family Foundation
- The Boeing Company
- Louis L. Borick Foundation
- Vladimir & Araxia Buckhantz Foundation
- John N. Calley Foundation
- California Community Foundation
- Colburn Foundation
- The Carol and James Collins Foundation
- The Carl & Roberta Deutsch Foundation
- The Walt Disney Company
- The Rosalinde & Arthur Gilbert Foundation
- The Green Foundation
- Clarence E. Heller Charitable Foundation
- The William & Flora Hewlett Foundation
- Los Angeles County Arts Commission
- Moss Foundation
- The Music Man Foundation
- Ovation TV
- Ralph M. Parsons Foundation
- Rosenthal Family Foundation (CA)
- The Rosenthal Family Foundation (CT)
- Sony Pictures Entertainment
- Stuart Foundation
- The Dwight Stuart Youth Fund
- Flora L. Thornton Foundation
- Warner Bros.

Dr. Caprice Young
 Chief Executive Officer & Superintendent
 Magnolia Public Schools
 250 E. 1st Street, Suite 1500
 Los Angeles, CA 90012

July 26, 2018

Dear Dr. Young:

In recognition of your district's commitment to student learning in the arts, the LA County Arts Commission is pleased to award Magnolia Public Schools a matching grant of \$16,400 through the Advancement Grant program. This grant offers financial support to help school districts advance the quality, quantity and equitable distribution of arts instruction in schools.

Knowledgeable representatives of the arts education community assessed 42 applications as part of the panel process, scoring each district's project with a maximum of 100 points. Your district received a score of 82.

The Los Angeles County Arts Education Collective, established by the Los Angeles County Board of Supervisor, is dedicated to make the arts core in public education. Arts Commission staff coordinates the regional effort, and the Los Angeles County Office of Education provides curriculum and instructional services for educators.

Arts Commission staff will work closely with your district's project lead, Ismael Soto, to contract and support implementation of the proposed work. To schedule a time to discuss panel feedback, contact Keelia Postlethwaite, Program Manager, at artsedcollective@arts.lacounty.gov or 213-202-5858.

Very best regards,

Debra Duardo, MSW, Ed.D.
 Superintendent
 Los Angeles County Office of Education

Kristin Sakoda
 Executive Director
 LA County Arts Commission



1055 Wilshire Blvd. Suite 800
 Los Angeles, CA 90017
 (213) 202-5858
lacountyartsedcollective.org

cc: Ismael Soto



CONTRACT #: AG-19-3339
Advancement Grant Program Agreement



This Agreement made this _____ day of _____ 2018, by and between the County of Los Angeles ("County"), a body corporate and politic and a political subdivision of the State of California, and:

Organization ("Grantee"): **Magnolia Public Schools**

Address: **250 E. 1st Street, Suite 1500**

City, State, Zip: **Los Angeles, CA 90012**

Primary Contact: **Ismael Soto**

Email Address: **isoto@magnoliapublicschools.org**

LOS ANGELES COUNTY ARTS EDUCATION COLLECTIVE ADVANCEMENT GRANT

The County, through the Los Angeles County Arts Commission ("Arts Commission"), provides grants to Los Angeles County School Districts to support quality arts education programming for public school students.

Grantee is a Los Angeles County School District that is part of the Arts Ed Collective network and is currently implementing a board approved strategic plan for arts education.

Section 1. AGREEMENT DOCUMENTS. This Agreement is comprised of this three page document, the Standard Terms and Conditions attached hereto as Exhibit A, and the General Terms and Instructions attached hereto as Exhibit B. Grantee affirms it has reviewed the entire Agreement, including the attached exhibits, and understands and will comply with the terms and conditions contained therein.

Section 2. PURPOSE AND SCOPE OF GRANT. The County desires to provide a grant to support Grantee in addressing and achieving key action items that move them toward their long term vision for arts education within their school district, as described in the application materials submitted to the County in connection with this grant. Specifically, this grant award will be used for the following purposes only ("Project"): ***to support the expansion of teacher professional development by the Music Center.***

Section 3. AGREEMENT TERM. The term of this Agreement will commence on the date this Agreement is executed by all parties hereto and will expire on: **June 30, 2019.**

Section 4. MAXIMUM GRANT AMOUNT. The maximum grant amount payable by the County to the Grantee under this Agreement may not exceed: **\$16,400.**

Section 5. ADDITIONAL TERMS AND CONDITIONS.

A. **Matching Funds.** As a condition of this grant award, Grantee must provide, at a minimum, matching funds equal to or exceeding the amount set forth in Section 4, above, for the purposes of funding the Project. If for any reason Grantee fails to contribute any or all of the required matching funds, the grant award will be reduced in an amount equal to the amount of matching funds Grantee fails to contribute. Grantee must reimburse the County any grant amount forfeited pursuant to this paragraph within 10 business days of a demand by the County for reimbursement, or within 30 days of expiration of the term of this Agreement, whichever is earlier. Grantee will follow those procedures and requirements established in the General Terms and Instructions (Exhibit B) for the acquisition and reporting of matching funds.

B. The County will pay the grant allocations set forth in Section 4, above, to Grantee in up to three installments. The County will not pay any interest or other charges on any grant allocation. Grantee must submit invoices as follows:

CONTRACT #: AG-19-3339
Advancement Grant Program Agreement

- (i) Grantee may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. This invoice is optional.
- (ii) Grantee may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in and site visit with County staff. This invoice is optional.
- (iii) Grantee must submit one (1) invoice for all unpaid grant funds on or before May 15, 2019. This invoice is mandatory and must be accompanied by a completed Final Report, as described in the General Terms and Instructions (Exhibit B). Payment pursuant to this invoice is contingent upon submission of the Final Report.

Grantee's failure or election not to submit an optional invoice pursuant to (i) or (ii), above, will not limit, reduce, or otherwise affect the Grantee's obligations under this Agreement.

C. Any funds allocated by the County to Grantee pursuant to this Agreement which are not used by Grantee in support of the Project must be returned to the County within 30 days of the expiration of the term of this Agreement. Grantee will forfeit any grant funds which remain unused after the May 15 invoicing deadlines.

D. Grantee agrees to comply with the terms of this Agreement, including the terms set forth in the attached Exhibits A and B, all applicable local, state and federal laws, and all applicable current and future guidelines issued by the Arts Commission.

E. Signatures. Grantee represents and warrants that the person or persons executing this Agreement for Grantee is/are authorized agents who have actual authority to bind Grantee to each and every provision of this Agreement, and that all requirements of Grantee have been fulfilled to provide such actual authority.

F. Counterparts. This Agreement may be executed in any number of counterparts, each of which so executed will be deemed to be an original and will together constitute one and the same Agreement. Manual signatures may be provided by facsimile, or digitally scanned and provided by electronic mail. Grantee will maintain on file and, upon the County's request, agrees to provide the County with an original of a signature provided by facsimile or electronic mail. Alternatively, grantee may provide electronic signatures of authorized signors via Adobe Sign.

CONTRACT #: AG-19-3339
Advancement Grant Program Agreement

IN WITNESS WHEREOF, the County has executed these presents by causing them to be subscribed by the Executive Director of its Arts Commission, and Grantee has caused these presents to be executed by its duly authorized representatives, the date first above written.

COUNTY OF LOS ANGELES

By: _____
Kristin Sakoda, Executive Director
Los Angeles County Arts Commission

Date: _____

GRANTEE

By: _____
BOARD PRESIDENT/OFFICER
Name:

Date: _____

By: _____
SUPERINTENDENT
Name:

Date: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By: _____
Deputy

School District Advancement Grant

General Terms and Instructions

Exhibit B

Congratulations on your Advancement Grant award! This General Terms and Instructions document contains all of the information you will need to manage your grant, meet grantee requirements and receive payments.

Please read this entire document thoroughly and visit our website at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant to access up-to-date resources and information about managing your grant award.

CONTRACT OVERVIEW

Grant Period

The period of the grant is from the date of contract execution through June 30, 2019. *Please note that the invoicing and reporting deadline is May 15, 2019. All funds must be expended prior to the May 15 deadline.*

Contract Project Budget and Target Participation

Advancement Grant awards are less than the original grant request. As a result, please revise the project budget accordingly in the Adjusted Grant Budget and Participation form via our online grant management system. More details about this requirement can be found in the *Requirements for Contracting* section of this document.

Matching Funds

Grantees must demonstrate and report matching funds that ensure Los Angeles County funds do not exceed fifty percent (50%) of the total cost of the project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

Credit/Recognition

Grantees are asked to recognize support from Los Angeles County by placing the Los Angeles County Arts Ed Collective logo on materials created and disseminated as part of the project funded by the Advancement Grant. The Arts Ed Collective Logo can be downloaded at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant. More details about this requirement can be found in the *Credit and Acknowledgement* section of this document. Contact us at artsedcollective@arts.lacounty.gov for assistance with acknowledging Los Angeles County support.

It is your responsibility as a grantee to meet all award requirements. If you fail to comply with requirements, your contract may be suspended or terminated, and you may forfeit some or your entire grant award.

PANEL COMMENTS

Knowledgeable members of the arts education community assessed your funding request as part of the review process. To schedule a time to discuss panel feedback with staff, contact Keelia Postlethwaite, Program Manager, at artsedcollective@arts.lacounty.gov or 213-202-5858.

REQUIREMENTS FOR CONTRACTING

The following requirements must be met by your school district prior to the signing of your contract:

Adjusted Grant Budget and Target Participation

Grantees must provide the Arts Commission with an updated target participation and grant budget, including all expenses and matching funds related to the scope of your project and reflective of your final award amount. To complete and submit the form, visit the grant management system: www.lacountyarts.org/apply.

Forms must be completed accurately and in full:

- Grant budget table tabulates correctly and includes sufficient matching funds
- Adjusted scope of activities within the form align with the project as stated in Section 2 of the Program Agreement
- All questions are completed

The Arts Commission must confirm acceptable completion of the form prior to final execution of the contract; any delays in submission of a complete and accurate form may delay final execution of the grant contract and consequently the distribution of the grant award.

Los Angeles County Vendor Number

Grantees must have a current vendor number registered with Los Angeles County. To obtain a vendor ID visit camisvr.co.la.ca.us/webven/. If you have questions relating to your vendor number, please contact vendor relations at (323) 267-2725.

Optional:

Once a vendor number has been created grantees are encouraged to register for Vendor Self-Service (VSS) to support and ease account management. Upon registration in VSS, grantees have the option of enrolling in Direct Deposit. If interested, please follow the instructions listed online at directdeposit.lacounty.gov/.

Assignment of a Project Lead

A district must assign a project lead who will manage the coordination, implementation and assessment of the project and all elements of the contract between the district and the County. If the project lead listed in the contract changes, the district must notify the Arts Commission and identify the name and contact information of the new project lead. Notification should occur before the existing project lead's responsibilities change so that a transition meeting can be scheduled between the former and future district project lead and the Arts Commission.

ROLES AND RESPONSIBILITIES DURING IMPLEMENTATION

The following requirements must be met by your school district during implementation of the Project:

- Project lead attends the County scheduled grantee convening or a countywide network event on a date to be announced.
- Project lead participates in a mid-project check in and site visit with County staff.
- Project lead completes a Final Report that includes a brief narrative on project outcomes, participation data, a final budget and at least one work sample.

CREDIT AND ACKNOWLEDGEMENT

Grantee will acknowledge the (“Project”) as stated below in all digital and print communications, promotional, press and product materials:

[PROJECT] is supported by the LA County Arts Ed Collective, the initiative dedicated to making the arts core in K-12 public education.

In addition,

- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project digital and print communications, promotional and product materials. The Arts Ed Collective logo must be no smaller than half an inch in height, no smaller than the Consultant logo, and be placed as a standalone. Grantee will submit all digital and print materials featuring the Arts Ed Collective logo to the LACAC’s Director of Communications for review and approval before finalizing, printing or distributing.
- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project web pages and will hyperlink the Arts Ed Collective logo to the Arts Ed Collective website at LACountyArtsEdCollective.org.
- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project email blasts.
- Grantee will verbally share the above acknowledgement in all events and presentations of the Project.
- Grantee will include the above acknowledgement in all press materials and releases. Grantee will submit draft press releases announcing the Project to the LACAC’s Director of Communications for review and approval before finalizing or distributing the release.
- Grantee will provide a minimum of 48 hours’ notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press and product materials.
- This provision shall survive termination or expiration of this Agreement.

INVOICING AND REPORTING

Advancement Grant awards shall be paid in three installments.

Final payment requests and required reporting documentation are due by May 15, 2019.

- You may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. This invoice is optional.
- You may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in and site visit with County staff. This invoice is optional.
- You must submit one (1) invoice for all unpaid grant funds on or before May 15, 2019. This invoice is mandatory and must be accompanied by a completed Final Report. Payment pursuant to this invoice is contingent upon submission of the Final Report.

Payment requests and the Final Report must be submitted through the online grant management system <http://www.lacountyarts.org/apply>.

PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the contracted project are necessary, you must:

1. Contact the Arts Commission's Arts Education staff and set up a project amendment phone appointment;
2. Complete and submit the Project Amendment form found via www.lacountyarts.org/apply;
3. In the Project Amendment form provide the following information at a minimum:
 - a. Advancement Grant contract number,
 - b. Specific change(s) requested,
 - c. Justification for each requested change(s),
 - d. Revised project budget, if applicable, or else a statement that, "No revised project budget has been included in this amendment,"
 - e. Contact information, including a phone number, fax number and e-mail address.

No project amendment is effective unless and until grantee receives approval from the Arts Commission in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.

CONTACT ARTS ED COLLECTIVE STAFF

For questions regarding your Advancement Grant award or project, project amendments, applications, eligibility, or invoicing and reporting inquiries please contact Keelia Postlethwaite, Program Manager, at artsedcollective@arts.lacounty.gov.

Los Angeles County Arts Commission
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017
(213) 202-5858
artsedcollective@arts.lacounty.gov
www.LACountyArtsEdCollective.org
www.LACountyArts.org

School District Advancement Grant General Terms and Instructions Exhibit B

Congratulations on your Advancement Grant award! This General Terms and Instructions document contains all of the information you will need to manage your grant, meet grantee requirements and receive payments.

Please read this entire document thoroughly and visit our website at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant to access up-to-date resources and information about managing your grant award.

CONTRACT OVERVIEW

Grant Period

The period of the grant is from the date of contract execution through June 30, 2019. *Please note that the invoicing and reporting deadline is May 15, 2019. All funds must be expended prior to the May 15 deadline.*

Contract Project Budget and Target Participation

Advancement Grant awards are less than the original grant request. As a result, please revise the project budget accordingly in the Adjusted Grant Budget and Participation form via our online grant management system. More details about this requirement can be found in the *Requirements for Contracting* section of this document.

Matching Funds

Grantees must demonstrate and report matching funds that ensure Los Angeles County funds do not exceed fifty percent (50%) of the total cost of the project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

Credit/Recognition

Grantees are asked to recognize support from Los Angeles County by placing the Los Angeles County Arts Ed Collective logo on materials created and disseminated as part of the project funded by the Advancement Grant. The Arts Ed Collective Logo can be downloaded at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant. More details about this requirement can be found in the *Credit and Acknowledgement* section of this document. Contact us at artsedcollective@arts.lacounty.gov for assistance with acknowledging Los Angeles County support.

It is your responsibility as a grantee to meet all award requirements. If you fail to comply with requirements, your contract may be suspended or terminated, and you may forfeit some or your entire grant award.

PANEL COMMENTS

Knowledgeable members of the arts education community assessed your funding request as part of the review process. To schedule a time to discuss panel feedback with staff, contact Keelia Postlethwaite, Program Manager, at artsedcollective@arts.lacounty.gov or 213-202-5858.

REQUIREMENTS FOR CONTRACTING

The following requirements must be met by your school district prior to the signing of your contract:

Adjusted Grant Budget and Target Participation

Grantees must provide the Arts Commission with an updated target participation and grant budget, including all expenses and matching funds related to the scope of your project and reflective of your final award amount. To complete and submit the form, visit the grant management system: www.lacountyarts.org/apply.

Forms must be completed accurately and in full:

- Grant budget table tabulates correctly and includes sufficient matching funds
- Adjusted scope of activities within the form align with the project as stated in Section 2 of the Program Agreement
- All questions are completed

The Arts Commission must confirm acceptable completion of the form prior to final execution of the contract; any delays in submission of a complete and accurate form may delay final execution of the grant contract and consequently the distribution of the grant award.

Los Angeles County Vendor Number

Grantees must have a current vendor number registered with Los Angeles County. To obtain a vendor ID visit camisvr.co.la.ca.us/webven/. If you have questions relating to your vendor number, please contact vendor relations at (323) 267-2725.

Optional:

Once a vendor number has been created grantees are encouraged to register for Vendor Self-Service (VSS) to support and ease account management. Upon registration in VSS, grantees have the option of enrolling in Direct Deposit. If interested, please follow the instructions listed online at directdeposit.lacounty.gov/.

Assignment of a Project Lead

A district must assign a project lead who will manage the coordination, implementation and assessment of the project and all elements of the contract between the district and the County. If the project lead listed in the contract changes, the district must notify the Arts Commission and identify the name and contact information of the new project lead. Notification should occur before the existing project lead's responsibilities change so that a transition meeting can be scheduled between the former and future district project lead and the Arts Commission.

ROLES AND RESPONSIBILITIES DURING IMPLEMENTATION

The following requirements must be met by your school district during implementation of the Project:

- Project lead attends the County scheduled grantee convening or a countywide network event on a date to be announced.
- Project lead participates in a mid-project check in and site visit with County staff.
- Project lead completes a Final Report that includes a brief narrative on project outcomes, participation data, a final budget and at least one work sample.

CREDIT AND ACKNOWLEDGEMENT

Grantee will acknowledge the (“Project”) as stated below in all digital and print communications, promotional, press and product materials:

[PROJECT] is supported by the LA County Arts Ed Collective, the initiative dedicated to making the arts core in K-12 public education.

In addition,

- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project digital and print communications, promotional and product materials. The Arts Ed Collective logo must be no smaller than half an inch in height, no smaller than the Consultant logo, and be placed as a standalone. Grantee will submit all digital and print materials featuring the Arts Ed Collective logo to the LACAC’s Director of Communications for review and approval before finalizing, printing or distributing.
- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project web pages and will hyperlink the Arts Ed Collective logo to the Arts Ed Collective website at LACountyArtsEdCollective.org.
- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project email blasts.
- Grantee will verbally share the above acknowledgement in all events and presentations of the Project.
- Grantee will include the above acknowledgement in all press materials and releases. Grantee will submit draft press releases announcing the Project to the LACAC’s Director of Communications for review and approval before finalizing or distributing the release.
- Grantee will provide a minimum of 48 hours’ notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press and product materials.
- This provision shall survive termination or expiration of this Agreement.

INVOICING AND REPORTING

Advancement Grant awards shall be paid in three installments.

Final payment requests and required reporting documentation are due by May 15, 2019.

- You may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. This invoice is optional.
- You may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in and site visit with County staff. This invoice is optional.
- You must submit one (1) invoice for all unpaid grant funds on or before May 15, 2019. This invoice is mandatory and must be accompanied by a completed Final Report. Payment pursuant to this invoice is contingent upon submission of the Final Report.

Payment requests and the Final Report must be submitted through the online grant management system <http://www.lacountyarts.org/apply>.

PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the contracted project are necessary, you must:

1. Contact the Arts Commission's Arts Education staff and set up a project amendment phone appointment;
2. Complete and submit the Project Amendment form found via www.lacountyarts.org/apply;
3. In the Project Amendment form provide the following information at a minimum:
 - a. Advancement Grant contract number,
 - b. Specific change(s) requested,
 - c. Justification for each requested change(s),
 - d. Revised project budget, if applicable, or else a statement that, "No revised project budget has been included in this amendment,"
 - e. Contact information, including a phone number, fax number and e-mail address.

No project amendment is effective unless and until grantee receives approval from the Arts Commission in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.

CONTACT ARTS ED COLLECTIVE STAFF

For questions regarding your Advancement Grant award or project, project amendments, applications, eligibility, or invoicing and reporting inquiries please contact Keelia Postlethwaite, Program Manager, at artsedcollective@arts.lacounty.gov.

Los Angeles County Arts Commission
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017
(213) 202-5858
artsedcollective@arts.lacounty.gov
www.LACountyArtsEdCollective.org
www.LACountyArts.org



To: Magnolia Public Schools

From: Patrick Ontiveros, MPS General Counsel

Date: September 10, 2018

RE: LA Arts Commission Advancement Matching Grant

Magnolia Public Schools General Counsel acknowledges that he has read and reviewed the contract/memorandum pertaining to the above matter.

A handwritten signature in black ink that reads "Patrick Ontiveros".

Patrick Ontiveros
MPS General Counsel

A handwritten date "9/10/18" written in black ink.

Date

A handwritten signature in black ink that reads "Alfredo Rubalcava".

Alfredo Rubalcava
MPS CEO & Superintendent

A handwritten date "9/10/18" written in black ink.

Date