

Latino Film Institute Youth Cinema Project Agreement Summary

This agreement shall be effective as of January 1st, 2021 and shall remain in effect through June 30, 2023.

LFI will:

1. provide instructional services in cinematic film making including
 - screenwriting,
 - storyboarding,
 - casting,
 - directing,
 - production,
 - editing,
 - sound recording/ engineering,
 - and other postproduction skills.
2. one (1) class each year for three (3) consecutive years.
3. the curriculum and lessons plans for each class and course.
4. provide an orientation, training during the summer and the winter
 - fifty-four (54) hours for orientation, training, and staff development for one (1) class
5. invite guest lecturers to present on specialized topics (once throughout the school year)
6. coordinate industry field trips
 - All field trips will need to be approved ahead of time by the School,
 - will not exceed two (2) per semester.
7. market the program to parents, the community, and others.
8. will subsidize the program costs for the following three years as follows: 50% year one, 50% year two, 25% year three

MORCS will:

1. be responsible for providing the equipment (e.g. cameras, lights, and computers) required for each class.
2. help coordinate end-of-year Community Screenings
3. Pay the following fees:
 - **Total for Year 1 (one semester) \$20,000.00** (after 50% subsidy)
 - **Total for Year 2 (2021-2022) \$37,494.75** (after 50% subsidy)
 - **Total for Year 3 (2022-2023) \$56,242.13** (after 25% subsidy)
4. Based on the following calculations- (\$74989.50)
 - **Training- \$6,264**
 - Orientation, Training, and Staff Development Costs: 54 x \$116 = **\$6,264**
 - **Classroom instruction- \$55,466**
 - 2 Class instructors 2 x \$27,608 = **\$55,216**
 - 7 hours per week x 34 weeks = 238 hours x \$116 = \$27,608
 - LFI will invite guest lecturers to present on specialized topics (once throughout the school year). LFI is assuming a cost of **\$250** per expert.
 - **Program Management, Coordination, and Support- \$9,259.50**
 - **Expenses- \$4000**
 - The School will also reimburse the Youth Cinema Project for all its out of pocket expenses incurred on the School's behalf including but not limited to any mileage (which will be paid at the IRS rate), permits, fees, transportation or insurance. The Youth Cinema Project will, of course,

itemize all costs incurred and provide back-up documentation upon request.

[Budget \(link to spreadsheet\)](#)

CTE MORCS Latino Film Institute Budget			
	2021	2021-22	2022-2023
Line Item	Jan-Jun 6 months	July-June- 12 month	July-June- 12 month
1000 – Certificated Salaries	\$16,250	\$32,500	\$32,500
2000 – Classified Salaries			
3000 – Employee Benefits	\$4,075	\$8,100	\$8,100
4000 – Books and Supplies	\$29,000		
5000 – Services and Other Operating Expenditures	\$37,000	\$37,000	\$55,000
6000 – Capital Outlay			
7000 – Indirect Costs			
Annual Totals	\$86,325	\$77,600	\$95,600
MORCS Total			\$259,525

Teacher Training and Stipend Costs

Additional Staffing Budget	Hours	Rate	Total	Comments
Teacher Training	54	\$25	\$1,350	Training Rate- Orientation/Summer/Winter if hours are outside of school work.
	Fall	Spring	Total	
Teacher Stipend	\$1,000	\$1,000	\$2,000	Additional Duties Stipend- Meetings/ Planning/ Trips/ Presentations/ end-of-year Community Screenings
Total Cost			\$3,350	School Contribution if match is required.

Program Work Plan

- Teach 7th and 8th graders film and other project-based learning concepts that will introduce students to CTE pathways at LAAAE
- Youth Cinema Project will be implemented at MORCS with the digital media teacher twice a week.
- 200 students will be served at MORCS via the digital media class and Youth Cinema Project. (and 200 students will be served by the Youth Cinema Project.) and (150 students to be instructed by Digital Media Teacher at MORCS.) and 400 unduplicated students will be served through the life cycle of the grant)
- Six films created by digital media students at MORCS. (Two film festivals to be held (one at the end of each complete school year).
- CCC will recruit 40 rising 9th graders from LAAAE and MORCS to participate in CTE

Summer Bridge Camp. Recruitment will be done via: social media, flyers, presentations, blackboard and texting/home calls.

QUESTIONS to Ask

1. "1 class each year for 3 consecutive years" (page 1). Is there still an expectation to serve 200 students during the lifetime of the grant?
 - a. ???Assuming 200 is for the entire grant??
 - b. Q for Will
2. "School teachers and administrators assigned to the program will receive an orientation and training during the summer to prepare them for the first semester of the program. Similarly, they will receive an additional training during the winter to prepare them for the second and final semester of the program." (page 2). We are planning on starting the program without summer training correct? When will Winter training occur? Are 54 hours expected for teacher and administrator?
 - a. Response (Sergio, Jan 7):
 - b. We normally have 2 teacher trainings a year: beginning of the year, and winter. Due to the pandemic, we had to adjust and do everything virtually. Our conversation on the phone yesterday was Dave's orientation (1 on 1) or beginning of the year training. The winter training is a more technical training focused on how to handle filming during the second semester. Since we are only doing one semester, Dave is all set. We do have a recording of our teacher training from the beginning of the year but I covered everything on our one on one.
3. "The Youth Cinema Project will also support the School's efforts to market the program to parents, the community, and others" (page 2). We would appreciate support in this regard, ~~currently we have 12 interested students who signed up.~~
 - a. We will have to fill a class with students (12 is not enough)
 - b. This is marketing for the community to increase interest in the CTE pathway.
 - c. Response (Sergio, Jan 7):
 - d. PRE-COVID: At the end of the year our sister organization Los Angeles Latino International Film Festival (LALIFF) hosts LALIFF Legacy where we showcase all of our students films. Once we are able to shoot movies again we always suggest that the school have their own community screening for parents. DURING COVID: YCP Live Reads is another form of promotion.
4. "For its part the School shall be responsible for providing the equipment (e.g. cameras, lights, and computers) required for each class." (page 2). I was of the understanding that YCP would purchase the equipment
 - a. YCP is providing a list of equipment. When will we get the list.
 - b. Response (Sergio, Jan 7):
 - c. It is stated in the agreement that the School is to purchase the equipment. We spoke about this during our 1st meeting with everyone. Wilfredo has the equipment list from B&H to purchase. (FYI: This includes 3 x iMacs which are needed for editing. I mention this because some schools have to buy Mac Products directly from apple. Side note: Macbook Air's will not work.)
5. "each session will require one (1) hour of prep time and one (1) hour of travel time per instructor." (page 5). Clarifying that travel time will not be considered during distance learning.
 - a. Ask Will
6. Page 6, what is the \$4000 billed for?

- a. ~~“The School will also reimburse the Youth Cinema Project for all its out of pocket expenses incurred on the School’s behalf including but not limited to any mileage (which will be paid at the IRS rate), permits, fees, transportation or insurance. The Youth Cinema Project will, of course, itemize all costs incurred and provide back up documentation upon request.”~~

Actions after questions

1. Request address change to 2670 W. 11th Street before signing
2. “Saint Matthias Dual Language Catholic School” (page 4) in signature section--should be updated for YPI Charter Schools or MORCS
3. Request approval to use 2021 additional funds to be used to be expended on e
 - a. They stated, year 1 is \$9k less than what was budgeted for, but my understanding is that it is actually \$17k less than what was budgeted for. What happens to this \$\$?
 - b. Recommend using the additional \$17,000 in year 2021 to double equipment list.