



Memorandum of Understanding

Between

Idaho Division of Career & Technical Education *and*

[DISTRICT]

This Agreement is made this ____ day of _____ between Idaho Career & Technical Education, a state education agency under the Idaho State Board of Education, located at 650 W. State St. Boise, ID (hereinafter referred to as ICTE) and [DISTRICT] (hereinafter referred to as The District) located at [ADDRESS].

In the spirit of expanding access and opportunity for Idaho students in Career & Technical Education in Idaho Education Region [REGION NUMBER], and with mutual interest in cooperation, ICTE and The District enter into this Memorandum of Understanding (MOU) to promote the launch of the [NAME OF THE CAREER TECHNICAL SCHOOL].

The Parties agree to the following:

ARTICLE 1: SCOPE OF COLLABORATION – [NAME OF THE CAREER TECHNICAL SCHOOL]

- 1.1 ICTE and The District agree to collaborate regarding the development, launch, and operation of the [NAME OF THE CAREER TECHNICAL SCHOOL].
- 1.2 ICTE and The District agree to meet each the of collaboration milestones prior to the launch of LTEC.
- 1.3 ICTE and The District agree to provide any identified deliverables by the specified deadline.

ARTICLE 2: TIMELINE OF PLANNING ACTIVITIES

2.1 April/May 2018

- 2.1.1 The District agrees to meet with administrators of potential participating high schools/districts to introduce preliminary plan.
- 2.1.2 The District and ICTE agree to discuss CTS framework and requirements with [NAME OF DISTRICT] CTE teachers.

2.2 July 2018

- 2.2.1 The District agrees to review existing program offerings in neighboring districts, consider distance from [LOCATION], the number of courses offered, any pathways, and the number of teachers.
- 2.2.2 The District agrees to formulate the preliminary list of the programs that will be offered as part of the CTS.

2.2.3 The District agrees to begin attending the CTS Administrator Meetings (generally 3-4 meetings per year). The first meeting of the year occurs at REACH.

2.3 August/September [year]

2.3.1 The District agrees to submit a Notice of Intent to apply to become a Career Technical School.

2.3.2 The District agrees to create a consistent program delivery schedule for all CTS programs.

2.3.3 The District agrees to begin preliminary transportation discussions, including logistics and costs.

2.3.4 The District agrees, as applicable, to crosswalk the credit accumulation process (e.g. quarter or trimester to semester).

2.3.5 The District agrees to map the selected programs across five semesters (or the equivalent).

2.3.6 The District agrees to begin working with prospective CTS pathways to ensure the selected programs and instructors meet the other IDAPA requirements.

2.4 September/October [year]

2.4.1 The District and ICTE agree to meet with administrators from neighboring school districts to outline statewide CTS requirements.

2.4.2 The District and ICTE agree to begin preliminary discussions with [DISTRICT] for a marketing/communications plan to highlight technical competency credit (TCC), postsecondary programs, as well as local employment opportunity and need.

2.4.3 The District agrees to present to neighboring interested districts information about potential CTS opportunities, including presentations to superintendents, principals, counselors, and CTE teachers.

2.5 October-January [year]

2.5.1 The District agrees to provide professional development for all regional counselors, including middle school. ICTE agrees to provide technical assistance for this professional development.

2.5.2 The District agrees to provide professional development at any involved alternative high school about CTE. ICTE agrees to provide technical assistance for this professional development.

2.5.3 The District agrees to provide professional development at [HIGH SCHOOL] on the needs of students at alternative high schools and how to foster success. ICTE agrees to provide technical assistance for this professional development.

2.5.4 The District agrees to finalize new course offering for each high school to ensure students can register and enroll.

2.5.5 The District agrees to send materials to neighboring districts to prepare for student registration.

2.6 Spring/Summer [year]

- 2.6.1 The District agrees to submit the APPLICATION TO APPLY FOR A CAREER TECHNICAL SCHOOL to ICTE by the first Friday of July.
- 2.6.2 The District agrees to register students for courses.
- 2.6.3 The District agrees to conduct final kick-off celebration, and to invite press, mayor, and other community partners. ICTE agrees to provide technical assistance for these activities.

ARTICLE 3: DELIVERABLES

- 3.1 The District agrees to submit to the ICTE Director of Secondary Education a signed NOTICE OF INTENT to apply for a career technical school, which includes the designation of an on-site CTS Administrator.
- 3.2 The District agrees to comply with the terms outlined in this MOU. The District agrees that the designated CTS Administrator will submit to the ICTE Director of Secondary Education monthly planning reports each month after ICTE and the District enter into the MOU. These reports will summarize completion of required planning activities, list any identified barriers, and outline any additional technical assistance requested by the District from ICTE.
- 3.3 The District agrees to submit to the ICTE Director of Secondary Education a signed APPLICATION TO APPLY FOR A CAREER TECHNICAL SCHOOL once the terms of the MOU have been met and no later than the first Friday in July.
- 3.4 The District and ICTE agree to share meeting agendas, promotional materials, and training content in advance of any scheduled meetings or training.

ARTICLE 4: DURATION AND EVALUATION

- 4.1 This MOU shall be in effect for a period of one (1) year from the last date of signature or until official CTS Application is approved by ICTE. Either party may request termination of this agreement, in writing, ninety (90) days prior to the proposed termination date. Any activities in progress at the time of termination shall be permitted to conclude as planned unless otherwise agreed in writing.
- 4.2 A joint evaluation of the MOU will be initiated by designated representatives three (3) months prior to the expiration date. Following the evaluation, the MOU may be renewed and resigned for an additional time period.
- 4.3 Amendments to this MOU may be requested, in writing, by either party and approved by the authorized signatories.

ARTICLE 5: NON-DISCRIMINATION

The parties agree not to discriminate on the basis of religion, race, creed, national or ethnic origin, sex, age, handicap, political affiliation, sexual orientation, disability or status as a veteran, regarding any and

all activities and events covered in the MOU and APPLICATION TO APPLY FOR A CAREER TECHNICAL SCHOOL.

ARTICLE 6: COMPLIANCE WITH LAW

The parties specifically intend to comply with all applicable laws, rules and regulations as they may be amended from time to time. If any part of this Agreement is determined to violate federal, state, or local laws, rules, or regulations, the parties agree to negotiate in good faith revisions to any such provisions. If the parties fail to agree within a reasonable time to revisions required to bring the entire Agreement into compliance, either party may terminate this Agreement upon thirty (30) days' prior written notice to the other party.

For Idaho Career & Technical Education

Dona Orr, Director of Secondary Education

DATE: _____

For [DISTRICT]

[NAME OF SUPERINTENDENT], Superintendent

DATE: _____