

**MEMORANDUM OF UNDERSTANDING**  
**Between Northwest Arkansas Industries for Education Inc.**  
**dba Business and Industry Training**  
**and Gentry Public School District**

**1. Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the Business and Industry Training, whose address is 1490 June Self Drive, ~~Bethel Heights~~[Springdale](#), Arkansas [72765](#), and Gentry Public School District, whose address is 201 S. Giles, [Gentry, Arkansas 72734](#).

**2. Purpose.** The purpose of this MOU is to establish the terms and conditions under which Northwest Arkansas Industries for Education, Inc. dba Business and Industry Training will provide instructors for Industrial Maintenance Training. The courses and equipment will be housed at the classroom provided by Gentry Public School District located at 201 S. Giles, in Gentry, Arkansas.

**3. Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU, and shall remain in full force and effect until such time that either party no longer wishes to provide training at the Gentry Public Schools location. Either party may terminate this MOU by giving at least a 90 day written notice, which may be delivered by hand or by certified mail to the address listed above.

**4. Responsibilities of the Parties:**

a) Actions of Both Parties:

- a. Observe confidentiality of all student information shared.
- b. Work together to complete a timeline
- c. Fulfill all obligations in an agreed-upon manner
- d. As part of a phased approach, once business and industry Industrial Maintenance training has stabilized with Industry companies, Business and Industry Training will begin engagement of conversations with Gentry Public Schools on scheduling the industrial maintenance training program to be offered to Gentry high school students and surrounding districts.

b) Business and Industry Training Actions:

- a. Will be the sole provider of the instructors that will train students in the Industrial Maintenance field at the Gentry Public Schools classroom located at 201 S. Giles, Gentry, Arkansas
- b. Provide instructors to teach other courses deemed necessary and agreed upon by both Gentry Public Schools and Business and Industry Training.
- c. Manage administrative duties including but not limited to:
  - i. Payroll for their instructors
  - ii. Scheduling of instructors and students
  - iii. Ordering and payment for supplies
  - iv. Administration, Monitoring and maintenance of Industrial Maintenance equipment with understanding that equipment owned by Gentry Public Schools will remain on the Gentry campus unless written permission from Gentry Schools Administration has been given
  - v. Invoicing and collections for training fees
  - vi. Provide:
    1. Any certificates of completion for students at the end of Industrial Maintenance Courses
    2. Other miscellaneous administrative duties
    3. WIFI router
    4. Insurance Coverage on any instructional, office, or industrial maintenance equipment that is not owned by Gentry Public Schools
    5. Communication to Instructors and to students attending training that Gentry Public Schools is a smoke free, drug free, tobacco free, vapor free, weapon's free location
    6. Computers for industrial maintenance training
    7. Copy machine/printer that prints in color and black and white
    8. Unibind machine and any book binding materials
    9. Provide Gentry Public Schools copies of all background checks on all employees that will provide services on the Gentry Public Schools campus
    10. Provide Liability Insurance on Business and Industry Training instructors.

c) Gentry Public School District:

a. Provide at no cost to Business and Industry Training:

- i. Classroom-(7:00 am -9:00 pm)
- ii. Utilities
- iii. Insurance coverage that will cover Building and any equipment/contents inside that is owned by Gentry Public Schools
- iv. Office Furniture that Gentry Public Schools has on hand that may be needed such as Instructor Desk and chair, student chairs, bookshelves, 7- 5ft tables, filing cabinet
- v. IT Support
- vi. Wi-Fi access
- vii. Phone System and Phone
- viii. Grounds Maintenance
- ix. Janitorial
- x. Access to the Gentry Career & Technical Education Center PC Lab for Business and Industry Training to teach soft skills and computer classes along with any other courses deemed necessary and agreed upon by both Gentry Public Schools and Business and Industry Training. A consideration will be the effective scheduling of the lab to not interfere with any courses scheduled by Gentry Public Schools.
- xi. Parking

**General Provisions**

**A. Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

**B. Applicable Law.** This MOU is governed by the laws by the State of Arkansas and is subject to applicable policies of the respective institutions.

**C. Entirety of Agreement.** This MOU, consisting of 4 pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

**6. Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

**Business and Industry Training**

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[Name and Title]                      Date

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[Name and Title]                      Date

**Gentry Public School District**

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[Name and Title]                      Date

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[Name and Title]                      Date