

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN

THE ARKANSAS DEPARTMENT OF CAREER EDUCATION (DCTE)/ NorthWest Arkansas Community College

AND

LEA: GENTRY SCHOOL DISTRICT

MOU 07/01/2023 – 06/30/2024

ASSURANCES AND COMPLIANCE: This MOU shall be governed by and construed under the laws of the State of Arkansas. The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act of 1990, and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion, creed, color, sex, disability, veteran status, or national origin.

PERIOD COVERED: The terms of this agreement shall begin on the date signed by DCTE* and shall end on June 30, 2024. The terms and funding described in the agreement establish no precedent for any future MOU. This MOU is valid only if federal funds are available. The effective date of this MOU is the date signed by DCTE*. No purchase or obligation made prior to this effective date will be honored under this agreement.

PURPOSE: The purpose of this MOU is to ensure that middle and high school students have the opportunity and support needed to increase their knowledge, skills, and educational attainment. By providing college and career guidance to the students and their families, the project will directly address students' college and career planning needs.

RESPONSIBILITIES OF THE SCHOOL DISTRICT INCLUDE:

1. Providing pass-through funds to pay expenditures incurred by the two-year college in support of college and career coach services and activities
2. Following the lead of the Two-Year College and Career Coach Supervisors, assist in the hiring process of Career Coaches
3. Provide necessary guidance to Career Coaches, and coordinate with the Career Coach Supervisor to ensure that Career Coaches complete required forms and procedures to be eligible to work in the school.
4. Provide the Career Coach with an Academic Year calendar
5. Notify the Career Coach and/or Two-Year College, when changes to the calendar occur
6. Help determine a work schedule that provides the most exposure to students and helps the coach meet students' needs.
7. Identify the role of the Career Coach as a member of the School Counseling team
8. Introduce the Career Coach to the school, faculty, and staff and orient the Career Coach on working with the appropriate staff members
9. Provide appropriate meeting space for individual and small group activities offered by the Career Coach
10. Provide feedback to the Career Coach Supervisor regarding the Career Coach's job performance
11. Provide the Career Coach with opportunities to market his/her services to staff, teachers, students, parents and other relevant stakeholders through various methods and media (i.e. newsletters, flyers, school Web site, school announcements, etc.).
12. Complete annual Arkansas Department of Career Education survey

13. Be responsive to requests for participation with external evaluations authorized by the Arkansas Department of Career Education
14. Designate a representative with whom the Career Coach and his/her Career Coach Supervisor should maintain primary contact
15. Meet with the Career Coach on a regular basis to discuss the delivery of Career Coach services, providing necessary approval and logistic support when needed
16. Establish information-sharing protocol between the school counseling staff and the Career Coach with respect to goal-setting and planning with the students
17. Provide the Career Coach with the school's procedures for students who exhibit language or behaviors that indicate harm to self, harm to others and harm being caused to the student

RESPONSIBILITIES OF CAREER COACHES: While the day-to-day functions of a college and career coaches vary according to local needs, their specific duties shall be delivered through the assigned high schools and may include some or all of the following:

- Providing early outreach to low-income students and their parents with information about the importance of postsecondary education, as well as accurate information on how to prepare, apply, and pay for it
- Providing interest inventories and skills assessments to assist individuals in making informed career decisions
- Facilitating the development of individual career plans and portfolios
- Assisting students with enrolling in education or training programs
- Providing information on careers, career pathways, and educational requirements
- Providing opportunities for job shadowing, mentoring, internships, visits to business and industry, and other career awareness activities
- Providing or connecting low-income students to support services that will ease the transition to postsecondary education
- Connecting educationally disadvantaged youth to "bridge programs" that teach basic academic skills in the context of training for advancement to better jobs and postsecondary education
- Connecting students to academic enrichment activities such as study groups, tutoring, and workshops on study skills
- Connecting high school students to early college programs, Advanced Placement classes, and academic and career and technical education (CTE) and concurrent-credit enrollment
- Providing a continuum of career guidance to ease the transition of students from middle school to high school to postsecondary education or training and ultimately to the workplace
- Assist with delivery of ACT remediation services and programs

RESPONSIBILITIES OF COLLEGE: It is the responsibility of the college to:

1. Employ and supervise college and career coaches.
2. Arrange Career Development Facilitator (CDF) and ACT instruction training for career coaches and instructors;
3. Submit reimbursement request for expenses incurred by the College and Career coach to DCTE
4. Communicate on a regular basis with school district staff and administration
5. Assist with coordinating and attending Site Visits.

PAYMENT PROCEDURE:

Installment Payment

The school district will submit one payment to NWACC based on budget amount described below. The payment is the total annual contribution amount from the district. The cost associated with the school district Career Coach and/or student activities will be covered by these funds.

This document will serve as your invoice for payment.

Payment is due to NWACC by:

October 14, 2023 - \$27,000

If payment is not received by the due date, Career Coach Services will be suspended until payment is received. As school district payment is required for Career Coach Salary and benefit payments, delays in payment may cause assigned Career Coach or Coaches to be furloughed or terminated.

APPROVED BUDGET CATEGORY AND AMOUNT: Expenses from the Two-year College will be submitted to DCTE based on actual cost incurred and not exceed the following budgeted amounts for the Salary/Benefits major line item:

Career Coach Budget (July 1, 2023 – June 30, 2024)

Salary/Benefits – \$54,000.00

RESPONSIBILITIES:

- The approved MOU will be mailed by DCTE to the contacts listed on the signature page.
- The school district will submit payment for the Career Coach position’s salary and benefits to the address below **no later than the date designated within the MOU**. If an alternate time schedule is preferred the school district must notify the agency within the specified time scheduled provided in the MOU. If not submitted in a timely manner, the career coach program may be suspended or terminated resulting in furlough or loss of employment for your assigned Career Coach.

METHODS FOR RETURN OF SIGNED MOU DOCUMENT AND PAYMENT REQUESTS:

- **EMAIL MOU TO:** Stephanie Trolinger at strolinger@nwacc.edu
- **MAIL PAYMENT TO:**
 NWACC Business Office
 1 College Dr.
 Bentonville, AR 72712

Contacts:

Stephanie Trolinger, Director of Secondary Career and Technical Education, 479-957-4608 regarding MOU.

Sherri Bennett, Dean for Enrollment Management, sbennett3@nwacc.edu for questions regarding payment.

LEA CONTACT DESIGNATION:

This agreement is between the representatives of the school district and the Arkansas Department of Career Education with corresponding signatures indicating approval of the terms listed above:

DESIGNATE WHO IS TO RECEIVE A COPY OF APPROVED MOU. The LEA must list at least one contact person who will be responsible for the MOU process at the school district.

CONTACT NAME	CONTACT TITLE	PHONE	FAX	EMAIL

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MOU NOT VALID UNLESS SIGNED BY ALL PARTIES AND ALL INFORMATION FILLED OUT:

I have read and understand the terms of the MOU and Payment Process.

Gentry School District Administrator:

Superintendent			Date
Position	Phone	Fax	Email
Superintendent			

NorthWest Arkansas Community College Administrator:

President			Date
Position	Phone	Fax	Email
President	479-619-4191	N/A	drittelle@nwacc.edu

Gentry MOU TOTAL	MOU EXPIRATION DATE	APPROPRIATION CODE	APPROPRIATION FUND	APPROPRIATION CHARACTER	SOURCE OF FUNDS	REVENUE CODE	DCTE COST CENTER	PERKINS USE CODE
\$ 27,00.00	6/30/24							