



**ARTEC RPTCS**  
**Regional Professional Technical Charter Schools**

310 10<sup>th</sup> Street  
Rupert, ID 83350  
Business Office (208) 436-4727  
Andy Wiseman, Director (208) 308-6512  
Dr. Gaylen Smyer, Principal (208) 260-8883

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**Memorandum of Understanding (MOU)**

To: Minidoka County School District #331 Board of Trustees

From: Andy Wiseman, ARTEC RPTCS & ARTE I RPTCS – Director

Date: July 24, 2018

For the school year 2018-19, ARTEC RPTCS (Regional Professional Technical Charter School) and the Minidoka County School District #331 agree to provide educational services in the Health Professions/C.N.A. and Media Technology/Graphic Design, programs to identified ARTEC RPTCS students according to the following terms:

- 1) The Superintendent of Schools or designee and the ARTEC RPTCS Director shall jointly approve the ARTEC RPTCS students to be served as evidence in the ISEE Attendance Report. Written parental notification will be provided by the Minidoka County School District #331.
- 2) Minidoka County School District #331 agrees to:
  - a. Provide adequate facilities, equipment, materials, and supplies for the Health Professions/C.N.A. and Media Technology/Graphic Design programs, as well as for the integrated academic classes.
  - b. Provide daily supervision for the Health Professions/C.N.A. and Media Technology/Graphic Design teachers and students by a certificated Administrator.
  - c. Provide the supervision and evaluation for the Health Professions/C.N.A. and Media Technology/Graphic Design, employees required by Idaho Code for the certificated and non-certificated employees.
  - d. Submit Student average daily attendance (ADA) reports to the ARTEC RPTCS fiscal agent, Minidoka County School District.
  - e. Submit student grade and other needed student data in Excel format as requested to ARTEC RPTCS.
  - f. Assign a School District Administrator as the Onsite Administrator for the ARTEC RPTCS programs, teachers, and students attending school in Minidoka County School District #331 facilities. The Onsite Administrator will be responsible to communicate regularly with the ARTEC RPTCS Director and/or Principal and to attend ARTEC RPTCS site Principal Meetings as called by the ARTEC RPTCS Director and/or Principal.
  - g. Provide Special Education and 504 services as needed to ARTEC RPTCS students.
  - h. Provide property and liability insurance coverage for facilities, district personnel, visitors, and students in the ARTEC RPTCS programs.
  - i. Operate the Health Professions/ C.N.A, and Media Technology/Graphic Design, programs according to the Minidoka County School District #331 and according to this MOU.

- j. Meet the requirements of the Idaho Division of Career-Technical Education (CTE) for Regional Professional Technical Charter School programs, including the requirement for such programs to be approved as high end or meeting high end alternatives of the Career-Technical School programs as approved by the Idaho Division of Career-Technical Education which includes, but may not be limited to:
    - i. The Career-Technical teacher must hold at least one industry certification and appropriate Career-Technical certification.
    - ii. Programs must include a relevant student organization as per the Idaho CTE High End Standards.
    - iii. Programs based on Industry Standards, must provide at least one paid or unpaid industry work experience opportunity prior to graduation as per the Idaho CTE High End Standards.
    - iv. Programs must include an end of program nationally recognized industry certification test and/or CTE state or national approved end of program assessment as per the Idaho CTE High End Standards.
    - v. Programs must involve at least one academic teacher who works with the technical teacher to develop and present integrated academic/technical projects to both classes during the year.
    - vi. Programs must have a functioning advisory committee with an industry chairperson and hold at least two official meetings per year.
    - vii. Programs must offer at least one dual credit class with texts and supplies to be provided by the district; the optional college credit tuition to be paid by either the district or the student at the district's discretion.
    - viii. Programs must provide evidence of an industry certification made available to the students.
    - ix. Programs will incorporate soft skills into the curriculum as approved by the Board of Directors of ARTEC RPTCS.
    - x. Programs will be reviewed annually by administrative staff based upon the criteria in this agreement.
  - k. Submit annual financial report to ARTEC RPTCS accounting for ARTEC RPTCS funds received.
  - l. Submit annual Site Principal assessment of ARTEC RPTCS services.
  - m. Assure that site principals notify parents of ARTEC RPTCS enrollment and provide opportunity to opt out.
  - n. Strive to keep ARTEC RPTCS students as ARTEC RPTCS students from beginning to end of program.
  - o. Assist ARTEC RPTCS in tracking ARTEC RPTCS graduate program completers according to the ARTEC RPTCS policy.
  - p. Maintain an inventory, care for and account for equipment allocated from ARTEC RPTCS just as the district does for equipment from federal fund grants.
- 3) ARTEC RPTCS agrees to:
- a. Compensate the Minidoka County School District #331 for the salary and state compensated fringe benefits according to the Idaho Career Ladder Apportionment Salary Index for the Health Professions/C.N.A, and Media Technology/Graphic Design, teachers for the school year 2018-19. Approved full-time equivalent (FTE) teachers are 2 FTE teachers. (1 each for Health Professions – C.N.A and Media Technology/Graphics Design). Teacher's salary and reimbursements will be prorated in the event that ADA requirements are not met for each approved ARTEC RPTCS programs.
  - b. Compensated Minidoka County School District #331 in the amount of \$30,500 per classroom unit for utility expenses, equipment, supplies and materials and other related program costs with at least 12 FTE ARTEC RPTCS students constituting a classroom unit. This amount will be prorated in the event that at least 12 FTE ADA students are not in attendance for each approved full-time program for the school year. SDE (Idaho State Department of Education) data will be used to confirm ADA data. The Minidoka County School District #331 Health Professions/C.N.A. and Media Technology/Graphic Design, ARTEC RPTCS programs are approved for 2 classroom units.

- c. Provide staff development to technical and academic teachers providing instructions to ARTEC RPTCS students and teacher stipends for staff development. ARTEC RPTCS will strive to avoid school days for staff development activities and, to the extent possible will offer staff development during summer break or as online workshops.
  - d. Consult frequently with the supervising Minidoka County School District #331 High School Principal who is assigned to supervise the ARTEC RPTCS Programs delivered at the Minidoka County High School.
- 4) Failure to meet the above requirements may result in termination of ARTEC RPTCS status and termination of this MOU agreement at the discretion of the ARTEC RPTCS board.

**Minidoka County School District #331**

By \_\_\_\_\_ Date \_\_\_\_\_  
**Superintendent** (signature verifies  
Board approval of this agreement)

**ARTEC RPTCS & ARTE I**

By \_\_\_\_\_ Date \_\_\_\_\_  
**Director** (signature verifies Board  
approval of this agreement)

**\*\*This agreement supersedes all previous agreements. (July 24, 2018)**