



**ARTEC Regional Professional Technical Charter School**

310 10<sup>th</sup> Street

Rupert, ID 83350

Business Office

(208) 436-4727

Mike Gibson, Director

(208) 734-7762

Claire Major, Principal

(208) 961-0304

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## **Memorandum of Understanding (MOU)**

**To:** Minidoka County Joint School District #331 Board of Trustees

**From:** Mike Gibson, ARTEC Regional Professional Technical Charter School (RPTCS) Director

**Date:** May 20, 2016

For school year 2016-17, ARTEC Regional Professional Technical Charter School (RPTCS) and Minidoka County Joint School District #331 agree to provide educational services in the Diesel Mechanics, Residential Construction, Information Technology, and Health Professions programs to identified ARTEC RPTCS students according to the following terms:

- 1) The Superintendent of Schools and the ARTEC RPTCS Director shall jointly approve the ARTEC RPTCS students to be served in written documents with copies for each party. Written parental notification will be provided by the Minidoka Joint School District # 331.
- 2) Minidoka County Joint School District #331 agrees to:
  - a. Provide adequate facilities, equipment, materials, and supplies for the Diesel Mechanics, Residential Construction, Information Technology, and Health Professions programs as well as for the integrated academic classes.
  - b. Provide daily supervision for the Diesel Mechanics, Residential Construction, Information Technology, and Health Professions teachers and students by a certificated administrator.
  - c. Provide the supervision and evaluation for the Diesel Mechanics, Residential Construction, Information Technology, and Health Professions 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 Joint School District #331 facilities. This 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 Minidoka County Joint School District #331 Diesel Mechanics, Residential Construction, Information Technology, and Health Professions programs as an ARTEC RPTCS Program according to the Minidoka County Joint School District #331 School District Request for Proposal and according to this MOU.

- j. Meet the requirements of the Idaho Division of Professional-Technical Education (DPTE) 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 Professional-Technical School programs as approved by the Idaho Division of Professional-Technical Education which include but may not be limited to:
    - i. The professional-technical teachers must hold at least one industry certification and appropriate professional-technical certification.
    - ii. Programs must include a relevant student organization as per the Idaho DPTE high end standards.
    - iii. Programs, based on industry standards, must provide at least one paid or unpaid industry work experience prior to graduation as per the Idaho DPTE high end standards.
    - iv. Programs must include an end of program nationally recognized industry certification test and/or DPTE state or national approved end of program assessment as per the Idaho DPTE high end standards.
    - v. Programs must involve at least one academic teacher who works with the technical teachers to develop and present integrated academic/technical projects to both classes during the year.
    - vi. Programs must have a functioning advisory committee with industry chairperson and hold at least two official meetings per year with minutes to be submitted to ARTEC RPTCS principal within two weeks of meetings.
    - vii. Programs must offer at least one Tech Prep and/or dual credit class with texts and supplies to be provided by 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 and care for and account for equipment allocated from ARTEC RPTCS just as the district does for equipment from federal funds grants.
- 3) ARTEC RPT Charter School agrees to:
- a. Compensate the Minidoka County Joint School District #331 for the salary and state compensated fringe benefits according to the Idaho Career Ladder Apportionment Salary Index for the Diesel Mechanics, Residential Construction, Information Technology, and Health Professions teachers for the 2016-17 school year. Approved full time equivalent (FTE) teachers are 3.8 FTE teachers (One FTE each for Information Technology, Residential Construction, Health Professions and .8 FTE for Diesel Mechanics,). Teacher's salaries and reimbursements will be prorated in the event that ADA requirements are not met for each approved ARTEC RPTCS program.

- b. Compensate Minidoka County Joint School District #331 in the amount of \$29,637 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 Joint School District #331 Diesel Mechanics, Residential Construction, Information Technology, and Health Professions ARTEC RPTCS programs are approved for 3.8 classroom units.
  - c. Provide staff development to technical and academic teachers providing instruction to ARTEC RPTCS students. ARTEC RPTCS will compensate the district for the cost of substitute teachers 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 Joint School District #331 High School principal who is assigned to supervise the ARTEC RPTCS programs delivered at Minico 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 Jt. School District #331 by \_\_\_\_\_  
 DATE \_\_\_\_\_ Superintendent (signature verifies board approval of this agreement)

ARTEC RPT Charter School by \_\_\_\_\_  
 DATE \_\_\_\_\_ Andy Wiseman, ARTEC RPTCS Director

\*\* This agreement supersedes all previous agreements