

**CREATION OF THE P-TECH**

This document is executed as a Memorandum of Understanding (MOU) between North Central Texas College District, an Institute of Higher Education (herein referred to as NCTC), and the Era Independent School District (herein referred to as ISD), a local public school. It has been developed for the support of the Era High School as a Pathways in Technology Early College High School (P-TECH) under the auspices of the Texas Education Agency (TEA) Early College High School Designation pursuant to the authority granted in compliance with section 29.551-557 of the Texas Education Code.

WHEREAS, the purpose of this agreement is to outline the collaboration of the parties, as listed above, in support of Era P-TECH.

WHEREAS, the parties to this MOU desire a Pathways in Technology Early College High School and seek to provide for enrollment in college courses by the P-TECH students in accordance with the Texas Higher Education Coordinating Board (THECB) Rules, as codified under Title 19, Part 1, Chapter 4, Subchapter G of the Texas Administrative Code;

WHEREAS, both Era ISD and NCTC are willing and able to facilitate development of this program to benefit underserved students;

WHEREAS: NCTC and Era ISD are authorized by state law to establish and enter into agreements for P-TECH programs;

NOW, THEREFORE, the parties to this MOU mutually agree to the following:

**Purpose**

This school, serving grades 9-12, will offer traditionally underserved students (at-risk, economically disadvantaged students, students who are English language learners, and first-generation college students) an opportunity to complete a high school diploma and earn up to 60 credit hours toward an Associate degree. While attending the P-TECH, these students will develop a commitment to learning, a capacity for critical thinking, an understanding of their future role as community leaders, and the academic and technical skills necessary to achieve success in these and other arenas. Students graduating from the P-TECH will enter post-secondary education and/or training with significant advanced standing.

**Principles**

- A. To establish a mutually beneficial partnership between NCTC and the ISD that allows a flexible and creative response to the missions and organizational/fiscal needs of both institutions.
- B. To collaborate in the planning, implementation, and continuous improvement of Pathways in Technology Early College High School programs, including provision for faculty, staff, and administration.
- C. To provide rigorous college readiness and early college credit courses.
- D. To collaborate financially to address costs of both partners and assist each in obtaining necessary funds from local, state, federal and private/foundation sources to operate the

- B. A Steering Committee comprised of representatives of NCTC and the ISD, and co-chaired by the Vice Chancellor of Instruction/Provost and the ISD Superintendent, shall meet once per semester, or as mutually agreed to by both parties, to evaluate instructional and programmatic activities, identify problems, issues and challenges that arise, and make recommendations regarding more effective coordination and collaboration. The Steering Committee shall make reports, at least annually, to their respective boards.
- A. The Early College High School established under this agreement will be governed by state and federal laws and regulations, as well as ISD, and college policies and requirements. The ISD shall apply to the Texas Education Agency for the establishment and continued approval of a P-TECH designation.

**Governance**

Subject to the approval of the Program application by TEA, any additional approvals that may be required from the THECB, and annual approval as required by law or by TEA or THECB, the term of this MOU shall commence upon the date that the second of the Parties has signed this MOU (August 1, 2024 ("Commencement Date") and shall expire on July 31, 2025 ("Expiration Date"). Notwithstanding the foregoing, both Parties acknowledge and agree that a condition precedent to a Party's signing the MOU is approval of the Agreement by that Party's governing board. The time period between the Commencement Date and the Expiration Date shall be referred to as "Initial Term"). Upon mutual written agreement by the Parties and approval as may be required by the Parties' governing boards, TEA, and THECB, this MOU may be extended for a one-year renewal term ("Renewal Term"). As used in this MOU, the term ("Term") shall mean the Initial Term, or such shorter period of time in the event of termination of this MOU at any time on notice by either party as set forth on page 7 below.

**Term**

- E. To assure that classes and activities of the P-TECH on the NCTC campus will occur with students integrated on an age-appropriate basis in accordance with college readiness guidelines established by the Texas Higher Education Coordinating Board and the Texas Education Code. F. To share use of facilities including classrooms, labs, offices and libraries in ways that reduce operating costs and promote collaboration of students, faculty, staff, and community members in program success.
  - G. To promote student success through participation in college visits and in academic and admission procedures, including advisement, registration procedures, assessment and placement procedures, at NCTC. In addition, weekend, Saturday, or summer programs and activities, and extracurricular activities may be offered by the ISD, NCTC, or both. Students will gain access to the NCTC facilities by way of their NCTC student ID cards.
  - H. To ensure the selection of students based on the intent of the program, a selection that will reflect the diversity of the student populations identified.
- program successfully and without student fees. NCTC will waive tuition and standard fees for students identified as economically disadvantaged according to the established guidelines for the NCTC dual credit tuition exemption. Day to day costs, such as transportation to and from the NCTC campus, will be the responsibility of the P-TECH.

- C. An Advisory Committee will be created for the purpose of establishing local, state, and national partnerships, to leverage opportunities for fund development, innovative projects, and overall sustainability. The advisory committee shall meet at least twice annually and shall consist of representatives from NCTC, the ISD, local and regional communities.

The Advisory committee and all other subcommittees established under this entity will report as needed and as requested to the Steering Committee.

- D. The P-TECH Designee (chief administrative officer of the P-TECH) will be appointed by the Superintendent of the ISD. The Designee will be an employee of the ISD.
- E. This Agreement does not create a partnership or a joint venture between the parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party will have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied, against or in the name of or on behalf of the other party.

#### **Location**

The Pathways in Technology Early College High School will offer courses at the P-TECH campus for ISD students served in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades. Approved locations and delivery models can include:

- P-TECH site
- NCTC campus
- Internet Delivery, including hybrid

#### **Subchapter B, Chapter 39**

The P-TECH shall comply with State Board of Education rules regarding administration of the assessment instruments as required by Subchapter B, Chapter 39 and shall adopt a policy that requires a student's performance on an end-of-course assessment instrument for a course listed in this subsection in which the student is enrolled to account for 15 percent of the student's final grade for the course. For associate degree programs, P-TECH will administer the Texas Success Initiative college placement exam to all incoming ninth (9<sup>th</sup>) graders to assess college readiness and to enable students to begin college courses based on their performance as soon as students are able and willing (if applicable). For students enrolling in a level-I certificate, the Texas Success Initiative requirement will be waived while completing the certification.

P-TECH students will be required to participate in the appropriate end-of-course assessment instruments for secondary-level courses in Algebra I, biology, English I, English II, and United States history as specified in Texas Education Code 39.023.

#### **Grading Periods and Policies**

Grading periods and policies for high school courses will be governed by ISD high school policies and procedures. All grades will be recorded in a numerical format or other format approved by the ISD. ISD Grade Point Average (GPA) policies will remain in place for the P-TECH students. P-TECH course grades are weighted for Grade Point Average purposes as specified by the ISD. All grading practices and policies are defined in the P-TECH Student and Parent Handbook.

Grading periods and policies for college credit courses will be under the authority of the College. NCTC grading practices are on a semester rotation. The Course Catalog, syllabi and policies at NCTC will determine the grading practices. Grades for college credit coursework will be provided to the P-TECH each semester the week following final exams.

#### **Eligible Courses**

1. Courses approved for dual credit for a P-TECH student must be applicable to a college certificate or degree.
2. This agreement does not apply to NCTC Continuing Education courses.

#### **Student Eligibility**

1. P-TECH students will not be asked to meet a minimum high school GPA in order to enroll in coursework.
2. Eligibility requirements specified in the dual credit portion of this agreement will apply.

#### **Courses of Study**

Courses of study will be developed to allow the implementation of rigorous academic standards. Courses to be included will apply to an associate degree, post-secondary certificate, or industry certification.

#### **Curriculum Alignment**

Curriculum alignment will be assured through completed grade level based "crosswalks" or matrices that delineate which P-TECH courses may be taken for college credit. The crosswalks will be reviewed annually by NCTC and the P-TECH.

#### **Instructional Materials**

Instructional materials for high school courses will be under the authority of the ISD and the P-TECH. Instructional materials will be provided that align with approved PEIMS courses as specified by the Texas Education Code, the High School curriculum and teacher syllabi.

Students enrolled in NCTC courses will use instructional materials adopted by NCTC. The P-TECH will be responsible for purchasing appropriate materials, including college textbooks, for students enrolled in college credit courses applying to selected programs under the PTECH crosswalk. P-TECH faculty teaching college credit courses may select their own instructional materials as long as they are in compliance with NCTC policies.

To the extent possible, NCTC will coordinate with the ISD to reduce college textbook costs through use over multiple semesters and/or the use of low-cost open educational resources.

#### **Assistance, Student Waivers and Fees**

NCTC agrees to waive tuition and standard fees for students identified and approved by the state as *FAST*, based on PEIMS codes 01, 02 or 99 economically educationally disadvantaged. Tuition and fees for the remaining students who do not qualify for NCTC exemptions will be the responsibility of the ISD. P-TECH students will not have financial responsibility for tuition, fees or transportation costs associated with the program.

### **P-TECH Enrollment and Attendance**

Students are eligible to enroll in the P-TECH after they have filled out all necessary application forms, including parental support forms. The ISD will select students eligible for the program. All students enrolled in high school courses will be expected to follow current ISD attendance policies. Attendance records will be taken for all courses offered at the P-TECH campus.

Students enrolled in college credit courses will follow current NCTC attendance policies. Attendance will be taken at NCTC based on the published College Attendance Policy.

### **Building a College-going Culture**

The P-TECH and NCTC will establish a learning community that blends high school and college, instilling a college-going culture among participating students. P-TECH students will:

- develop a four-year high school graduation plan and post-secondary plan;
- participate in high school credit classes and college credit classes for which students receive both high school and college credit; and
- participate in an advisory program which provides college campus student success coaching, college and career planning and additional student counseling.

### **Professional Development**

Professional Development of the P-TECH staff will be on-going, and will be provided through collaboration between NCTC and ISD. The NCTC liaison will meet with the Team to identify any challenges and make recommendations to the Principal for effective coordination, collaboration and continued development of the P-TECH. P-TECH faculty teaching college credit courses will be expected to participate in professional development activities offered by NCTC, a minimum of 4 hours per academic year, which may include Professional Development Day, general faculty meetings, and division meetings. Professional development of NCTC faculty will be addressed by NCTC.

NCTC will endeavor to provide professional development opportunities that will promote interaction between P-TECH, NCTC faculty and student success coaches.

### **Procedures for Collecting and Sharing Data**

Student data will be collected at the P-TECH facility in accordance with state regulations and ISD data collection procedures. All student data will be disaggregated from the High School general population. Student data to be shared with NCTC will include, but is not limited to, demographic and academic information, including TSI readiness by grade level, SAT/ACT and PSAT scores, number of hours taken and credits earned, GPA's, results of State assessments, and any other data necessary to assess program effectiveness in accordance with the Family Education Rights and Privacy Act.

The Parties agree to maintain the records of all students in accordance with all applicable federal, state, and local laws. In accordance with the Family Education Rights and Privacy Act ("FERPA") (20 U.S.C. §1232g) and ISD Board Policy, all records relating to students which are generated or maintained by either party shall be considered education records in accordance with applicable laws and policies. All parties shall maintain the confidentiality of these and all education records in accordance with all applicable state, federal and local laws and regulations, including FERPA. For purposes of this agreement, each party designates the other party as its agent with legitimate

educational interest in the students' educational records for purposes of FERPA.

Records related to teacher qualifications will be maintained by the ISD and NCTC in accordance with current institutional policies related to privacy and recordkeeping. ISD teachers applying for adjunct faculty positions with NCTC will submit appropriate paperwork directly to NCTC.

#### **Evaluation**

The ISD and NCTC will develop a plan for the evaluation of the P-TECH program to be completed each year that will include, but not be limited to, attendance and retention rates, GPA of high school-credit only courses and college courses, satisfactory progress in college courses, and adequate progress toward the college-readiness of the students in the program.

#### **Additional Requirements--Dual Credit at NCTC**

Given that a P-TECH program is a specialized form of dual credit, the NCTC policies regarding dual credit will also apply to P-TECH students from the ISD unless noted otherwise in the P-TECH portion of the agreement.

A separate Dual Credit MOU details the dual credit agreement between NCTC and the ISD, covering traditional dual credit students from the ISD.

#### **Severability**

If any clause or provision of this agreement is determined to be illegal, invalid, or unenforceable under present or future laws effective during the term of this agreement, including any renewals, then in that event it is the intent of the parties hereto that the remainder of this agreement shall not be affected thereby, and it is also the intent of the parties to this agreement that in lieu of each clause or provision of this agreement that is illegal, invalid or unenforceable, there be added as part of this agreement a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable.

#### **Termination**

This agreement and partnership may be terminated by either party upon ninety (90) days written notice to the other party. In the event of termination during the initial term of this agreement, the effective date of termination shall be as of June 30 following the notice. It is the intent of both parties that no termination shall be made during the middle of the school year which will disrupt the academic progress for the students of the P-TECH, unless the parties mutually agree.

#### **Provision for Discontinuation**

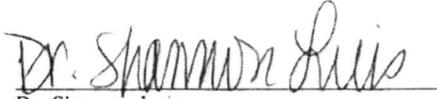
Discontinuation of the P-TECH program will only be allowed at the end of a grade level cohort, or when a cohort graduates. Discontinuation of the program will provide for the support of students enrolled in the program to ensure proper planning for graduation, and meet all the required elements of the program until complete discontinuation of the program.

**SIGNATURES**

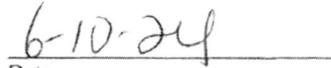
All signatories to the Memorandum of Understanding will be responsible for complying with applicable Federal, state, and local laws, rules, and mandatory policies and guidelines.

More important than the above-listed provisions is the spirit of cooperation between the respective ISD and The College. Both parties endeavor to provide a positive collegiate-level experience for those high school students with the maturity and academic preparation to be successful in college-level courses.

This Memorandum of Understanding will be evaluated at the end of each school year.



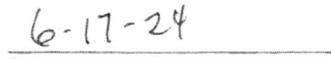
Dr. Shannon Luis  
Superintendent  
Era Independent School District



Date



Dr. Brent Wallace  
Chancellor  
North Central Texas College



Date

**Era ISD / NCTC Business Management AAS Crosswalk**

Program of Study	IHE Partner		Expected Student Outcomes			
Business Management	North Central Texas College		Distinguished High School Diploma			
			Level 1 Workforce Certification			
			Business Management AAS			
Grade Level	High School Course			Post Secondary Course		
	PEIMS Code	High School Course Name	HS Credits	NCTC Course Number	College Course Name	College Credit Hours
<b>Grade 9</b>		Regular Schedule				
<b>Grade 10</b>						
1st Semester	13011200	Prin of Business, Marketing, & Finance	0.5	BMGT 1327	Prin of Management	3
2nd Semester	13011200	Prin of Business, Marketing, & Finance	0.5	BCIS 1305	Business Computer Applications	3
<b>Grade 11</b>						
1st Semester	13016600	Accounting I	0.5	ACNT 1303	Intro to Accounting	3
1st Semester	13012100	Business Management	0.5	MRKG 1301	Customer Relationships Management	3
2nd Semester	13016600	Accounting I	0.5	ACNT 1311	Intro Computerized Accounting	3
2nd Semester	13012100	Business Management	0.5	BUSG 2309	Small Business Management	3
<b>Grade 12</b>						
1st Semester	13011500	Business Information Management II	0.5	MRKG 1311	Principles of Marketing	3
1st Semester	13011510	Business Information Management Lab	0.5	BMGT 2309	Leadership	3
1st Semester	13011900	Human Resource Management	0.5	HRPO 2301	HR Management	3
2nd Semester	13011500	Business Information Management II	0.5	BMGT 2303	Problem Solving	3
2nd Semester	13011510	Business Information Management Lab	0.5	BUSG 1304	Financial Literacy	3
2nd Semester	13012200	Practicum in Business Management		BUSG 2300	Bus Leadership	3
<b>Level 1 Certification Completed</b>						

**Era ISD / NCTC Child Development AAS Crosswalk**

Program of Study		IHE Partner		Expected Student Outcomes		
Child Development		North Central Texas College		Distinguished High School Diploma		
				Level 1 Workforce Certification		
				Child Development AAS		
Grade Level	High School Course			Post Secondary Course		
	PEIMS Code	High School Course Name	HS Credits	NCTC Course Number	College Course Name	College Credit Hours
<b>Grade 9</b>		Regular Schedule				
<b>Grade 10</b>						
1st Semester	13014200	Principles of Education and Training	0.5	EDUC 1300	Learning Frameworks	3
2nd Semester	13014200	Principles of Education and Training	0.5	CDEC 1311	Educating Young Children	3
<b>Grade 11</b>						
1st Semester	13024700	Child Development	0.5	CDEC 1317	Child Development Associate Training	3
1st Semester	13014300	Human Growth & Development	0.5	CDEC 1321	The Infant & Toddler	3
2nd Semester	13024700	Child Development	0.5	CDEC1354	Child Growth & Development	3
2nd Semester	13014300	Human Growth & Development	0.5	CDEC 1318	Wellness of the Young Child	3
<b>Grade 12</b>						
1st Semester	13024800	Child Guidance	0.5	CDEC 2341	The School Age Child	3
1st Semester	13024800	Child Guidance	0.5	CDEC 1319	Child Guidance	3
2nd Semester	13024800	Child Guidance	0.5	CDEC 2322	Child Development Associate Training II	3
2nd Semester	13024800	Child Guidance	0.5	CDEC2324	Child Development Associate Training III	3
2nd Semester	13014520	Practicum in Education and Training	2	CDEC 2166	Practicum Child Care Provider	3
				Level 1 Certificate Complete		

**Era ISD /NCTC Computer Information Systems & Technology AAS Crosswalk**

Program of Study	IHE Partner			Expected Student Outcomes		
Computer Information Systems & Technology	North Central Texas College			Distinguished High School Diploma		
				Level 1 Workforce Certification		
				Computer Information Systems & Technology AAS		
Grade Level	High School Course			Post Secondary Course		
	PEIMS Code	High School Course Name	HS Credits	NCTC Course Number	College Course Name	College Credit Hours
<b>Grade 9</b>						
<b>Grade 10</b>						
1st Semester	13027200	Prin of Information Technology	0.5	ITSC 1316	Linux Installation & Configuration	3
2nd Semester	13027200	Prin of Information Technology	0.5	IMED 1316	Web Page Design !	3
<b>Grade 11</b>						
1st Semester	13027300	Computer Maintenance	0.5	ITSE 2321	Object-Oriented Programming	3
1st Semester	13027310	Computer Maintenance Lab	1	ITNW 1358	Network +	3
2nd Semester	13027300	Computer Maintenance	0.5	ITSC 1325	Personal Computer Hardware	3
2nd Semester	13027310	Computer Maintenance Lab	1	ARTC 1325	Intro to Computer Graphics	3
<b>Grade 12</b>						
1st Semester	13027500	Computer Technician Practicum	0.5	EECT 1300	Technical Customer Service	3
1st Semester	13027500	Computer Technician Practicum	0.5	ITSE 2302	Intermediate Web Programming	3
2nd Semester	13027500	Computer Technician Practicum	0.5	ITSW 1307	Intro to Database	3
2nd Semester	13027500	Computer Technician Practicum	0.5	ITSE 1302	Computer Programming	3
				Level 1 Certificate Complete		

**Era ISD / NCTC Welding Technology AAS Crosswalk**

Program of Study	IHE Partner		Expected Student Outcomes			
Welding Technology AAS	North Central Texas College		Distinguished High School Diploma			
			Level 1 Workforce Certification			
			Welding Technology AAS			
Grade Level	High School Course			Post Secondary Course		
	PEIMS Code	High School Course Name	HS Credits	NCTC Course Number	College Course Name	College Credit Hours
<b>Grade 9</b>		Regular Schedule				
<b>Grade 10</b>						
1st Semester	13032300	Intro To Welding	1	WLDG 1407	Intro to Welding Using Multiple Processes	4
2nd Semester	13032300	Metal Fabrication & Machining	2	WLDG 2413	Intermediate Welding Using Multiple Processes	4
<b>Grade 11</b>						
1st Semester	13032300	Weld I	0.5	WLDG 2447	Advanced Gas Metal Arc Welding	4
1st Semester	13032300	Weld I	0.5	WLDG 1313	Intro to Blueprint Reading	3
2nd Semester	13032300	Weld I	0.5	WLDG 1435	Intro to Pipe Welding	4
2nd Semester	13032300	Weld I	0.5	TECM 1301	Industrial Mathematics	3
<b>Grade 12</b>						
1st Semester	13032400	Weld II	0.5	OSHT 1320	Energy Industrial Safety	3
1st Semester	13032400	Weld II	0.5	WLDG 1427	Welding Codes & Standards	4
2nd Semester	13032400	Weld II	1	WLDG 2352	Advanced Flux Cored Arc Welding	3
				<b>Basic Level 1 Certification Completed</b>		