



**MEMORANDUM OF UNDERSTANDING BETWEEN
FOUR CORNERS REGIONAL EDUCATION COOPERATIVE #1 AND
SCHOOLNAME**

This is an agreement between Four Corners Regional Education Cooperative #1, hereinafter “REC1”, and SCHOOLNAME.

1. PURPOSE AND SCOPE

The purpose of this MOU is to establish a partnership to implement the *Extending Equity into the Digital Workforce* (hereinafter “EEDW”) project at SCHOOLNAME.

2. SCHOOL RESPONSIBILITIES UNDER THIS MOU

The school and school district agrees to conduct the following actions to:

1. Provide to REC-1 student enrollment information with a unique identifier for each student according to the following timeline:
 - SY 2022-2023 9th, 10th, 11th grade student (i.e., current students): March 17, 2023
 - SY 2023-2024 9th, new 10th, new 11th grade student: March 15, 2024
2. Provide to REC-1 an email address and, to the extent possible, cell phone number for each student and parent/guardian of each student as identified under section 2.1.
3. Deliver to students assigned to the encouragement group communications on behalf of REC-1 through texts, emails, and other communications employed by the school.
4. Ensure students participating in online dual credit IT courses have access to the technology resources necessary to engage in related coursework, collaborating with REC-1 as needed to address technology resources for student engagement.
5. Ensure that students who enroll in online IT courses will receive “wrap-around” services to support success in courses, in accordance with the design principles of early college high schools.
6. Facilitate participation by students in the encouragement group in industry-related components of the project, including but not limited to, mentoring, question and answer sessions, work place experiences, and capstone projects.
7. Collaborate with REC-1 and EEDW staff and representatives to mitigate barriers to students’ success in the online IT dual credit courses.
8. Support the school-based evaluation of EEDW with required data and information, including, but not limited to, course enrollment data in online IT courses and delivery results of communications delivered on behalf of REC-1 regarding IT courses.
9. Establish agreements, if necessary, with a higher education partner to access an online certificate or degree program in IT.
10. Submit list of desired expenditures for school support funding (see section 3.7 below)

to REC1 for prior approval of purchases to ensure reimbursement eligibility on or before August 1 of SY 2023–2024 and SY 2024–2025 and an invoice for reimbursement with documentation of receipt on or before October 1st of the same years.

3. REC1 RESPONSIBILITIES UNDER THIS MOU

Four Corners Regional Education Cooperative #1 agrees to conduct the following actions:

1. Follow district policies and regulations regarding access to student data and student participation in a research study.
2. Protect as confidential all student enrollment data and other student data provided by the school, and maintain security practices to safeguard against unauthorized access.
3. Submit necessary documentation to an appropriate agency for an IRB review of evaluation protocols and submit corresponding documentation to the U.S. Department of Education for approval of evaluation protocols, in particular regarding safety and confidentiality of students included in the evaluation processes. Upon request, REC-1 will share the approved IRB application with the district as available.
4. Ensure that all program activities pertaining to student-level data are conducted in alignment with an approved ethics review board authorization and requirements.
5. Issue to each 9th, 10th, and 11th grade student identified under section 2.1 above a study opt-out form, as developed by project evaluators, and remove any student from eligibility for study participation whose parents have opted for their student to be removed.
6. Provide content of communications for distribution by the school to students assigned to the “encouragement” group and their parents/guardians.
7. Provide up to \$40,000 annually based on available funding to support recruitment into IT courses, program supplies, and course materials, as well as technology resources and associated costs to assist SCHOOLNAME in facilitating student engagement in online IT courses, as determined in collaboration with SCHOOLNAME leadership.
8. Assist SCHOOLNAME on an as needed basis in establishing a partnership with a higher education partner offering online IT coursework leading to a certificate or degree, and in assisting with access to those courses.
9. Collaborate with SCHOOLNAME staff and representatives to mitigate barriers to students’ success in the online IT pathway.
10. Identify business and industry partners to facilitate mentoring, question and answer sessions, work-based experiences, and capstone projects.
11. Fund the development and implementation of project evaluation and provide aggregate results and findings to SCHOOLNAME and other stakeholders, as appropriate, maintaining appropriate protocols to ensure student safety and confidentiality of individual students.
12. Make available professional development and various resources regarding online learning, careers in IT, and other information relevant to careers in IT, based on individual school needs as determined in collaboration with school leadership.

4. MUTUAL AGREEMENTS

1. This MOU may be amended by written and signed agreement by REC1 director and an authorized DISTRICTNAME representative.
2. Either party to this MOU may terminate this MOU with 30-days' notice in writing.
3. This agreement constitutes a joint venture or partnership between REC1 and SCHOOLNAME limited to the implementation of the EEDW project, and neither party assumes any responsibility for fiscal responsibility, management, and obligations of the other party. Each party reserves, and does not waive, its rights of sovereign immunity and similar rights, immunities and rights of its officials and employees, and its employees/officials' rights.
4. Both parties to this MOU agree to hold-harmless the other party and its representatives from and against any and all claims, damages, and liability, regardless of any negligent conduct by either party or its representatives to the proportional extent arising from any breach of the MOU, from the provision of the services, or from any acts or omissions of either party or representatives.
5. This MOU as effected does not prevent or prohibit REC1 and SCHOOLNAME from entering additional agreements that both parties find mutually beneficial.

5. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of both parties' authorized officials and shall terminate at the end of the EEDW funding period, except as otherwise indicated above.

FOR FOUR CORNERS REGIONAL EDUCATION COLLABORATIVE #1

_____ Date: _____

David Bowman, Executive Director

FOR DISTRICTNAME

_____ Date: _____

Superintendent of DISTRICTNAME

FOR SCHOOLNAME

_____ Date: _____

Principal of SCHOOLNAME