

REPORT SUMMARY SHEET

BOARD MEETING DATE: February 19, 2018

TITLE AND BRIEF DESCRIPTION: Memorandum of Understanding between Jefferson City School District and the Eldon School to provide opportunities for access to and success in education.

ACTION DESIRED: Approval of MOU

BACKGROUND:

The MOU serves as the operating agreement between the school and Jefferson City School District for providing Adult Education and Literacy high school equivalency classes on site at Mustang Academy.

RESPONSIBLE PERSONS: Matt Davis

SUPERINTENDENT'S APPROVAL: *Matt Davis*
For the purpose of submitting report

Memorandum of Understanding

Between

Jefferson City Public Schools Adult Learning Center and Eldon School District

Overview:

Jefferson City Public Schools (JCPS) Adult Learning Center and Eldon School District are committed to meeting the educational needs of the Eldon community. With this Memorandum of Understanding (MOU), the JCPS Adult Learning Center and Eldon School District express a shared commitment to providing opportunities for access to and success in education. This MOU is designed to offer a mutual understanding of the responsibilities of each institution.

JCPS Adult Learning Center Responsibilities:

1. Provide Adult Education and Literacy high school equivalency classes on site at Mustang Academy (1303 Business HWY 54, Eldon, MO 65026).
 - a. Tuesday, Wednesday, and Thursday
 - b. 6:00 – 9:00 PM
 - c. Classes will follow the Eldon School District calendar and school closures due to weather.
2. Refer all Eldon dropouts under the age of 21 to Mustang Academy before completing enrollment.
3. Provide, employ, and supervise JCPS Adult Learning Center instructor(s).
4. Provide training and mentoring for instructor(s) assigned to teach the adult education classes at Mustang Academy.
5. Provide book shelves, textbooks, and other required instructional materials.
6. Provide lockable file cabinets to keep testing materials and student confidential information secure in order to meet DESE confidentiality requirements.
7. Ensure coursework taught by the instructor(s) in the adult education classroom is in compliance with applicable DESE standards and guidelines.
8. Monitor adult education students to ensure compliance with JCPS Adult Learning Center and Eldon School District policies and procedures.

Eldon School District Responsibilities:

1. Provide an on-site classroom at Mustang Academy for adult education and literacy instruction at no cost to JCPS Adult Learning Center.
2. Allow JCPS Adult Learning Center instructors access to the copier/printer/scanner.
 - a. JCPS Adult Learning Center will replenish the paper used by instructors.
3. Allow JCPS Adult Learning Center instructors access to the teacher computer in the classroom. Allow JCPS Adult Learning Center students access to student computers in the classroom.

4. Issue keys to JCPS Adult Learning Center instructors and director to allow access to Mustang Academy.
5. The Eldon School District understands that classes may be cancelled if the JCPS Adult Learning Center instructor is absent due to illness. If a JCPS Adult Learning Center substitute instructor is available, then he or she may fill in for the original instructor at Mustang Academy.

Terms:

This Memorandum of Understanding is made and entered into in the academic year 2017-2018 and remains in force unless changed in writing by mutual agreement of both parties. Should either party desire to discontinue this agreement, advance notification of 90 days will be required. The MOU may be amended at any time with the approval of both parties and is subject to regular review.

Signatures:

Jefferson City Public Schools Adult Learning Center and Eldon School District enter into this Memorandum of Understanding with the signatures below.

Steve Bruce
Board of Directors President
Jefferson City Public Schools

Date

Matthew Davis
Superintendent
Eldon School District

Date